

**ANNUAL BUDGET
AND FINANCIAL PLAN**

2019-2020

**CITY OF NOVI
MICHIGAN**



NOVI PARKS RECREATION

CITY COUNCIL



BOB GATT
Mayor



DAVE STAUDT
Mayor Pro Tem



ANDREW MUTCH
Council Member



LAURA MARIE CASEY
Council Member



KELLY BREEN
Council Member



RAMESH VERMA
Council Member



DOREEN POUPARD
Council Member



PETE AUGER
City Manager



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Novi

Michigan

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director

The Governmental Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Novi, Michigan for its annual budget for the fiscal year beginning July 1, 2018.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as policy document, as an operations guide, as a final plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

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ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Serve the best interests of the people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in June 2018.



Leaders at the Core of Better Communities

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Declaration of Ideals

*Members of the International City/County Management Association
dedicate themselves to the faithful stewardship of the public trust
and embrace a shared Ideal of management excellence.*

The International City/County Management Association (ICMA) was founded with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective management of public services. To fulfill the spirit of this commitment, ICMA works to maintain and enhance public trust and confidence in local government, to achieve equity and social justice, to affirm human dignity, and to improve the quality of life for the individual and the community. Members of ICMA dedicate themselves to the faithful stewardship of the public trust and embrace the following ideals of management excellence, seeking to:

1. Provide an environment that ensures the continued existence and effectiveness of representative local government and promotes the understanding that democracy confers privileges and responsibilities on each citizen.
2. Recognize the right of citizens to influence decisions that affect their well-being; advocate a forum for meaningful citizen participation and expression of the political process; and facilitate the clarification of community values and goals.
3. Respect the special character and individuality of each community while recognizing the interdependence of communities and promoting coordination and cooperation.
4. Seek balance in the policy formation process through the integration of the social, cultural, and physical characteristics of the community.
5. Promote a balance between the needs to use and to preserve human, economic, and natural resources.
6. Advocate equitable regulation and service delivery, recognizing that needs and expectations for public services may vary throughout the community.
7. Develop a responsive, dynamic local government organization that continuously assesses its purpose and seeks the most effective techniques and technologies for serving the community.
8. Affirm the intrinsic value of public service and create an environment that inspires excellence in management and fosters the professional and personal development of all employees.
9. Seek a balanced life through ongoing professional, intellectual, and emotional growth.
10. Demonstrate commitment to professional ethics and ideals and support colleagues in the maintenance of these standards.
11. Take actions to create diverse opportunities in housing, employment, and cultural activity in every community for all people.



Leaders at the Core of Better Communities

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INTRODUCTION

City of Novi Leadership Philosophy: Our Guide to Manage, Recruit/Select, and Follow

We, the City of Novi management team, believe **employees are committed** to providing quality services and take pride in contributing to the community. Our team members are motivated by fair and positive recognition and possess a sense of value to deliver quality customer service.

We believe in and **strive to provide professional growth and development opportunities** for all people, so they may remain technically proficient and learn the most current, effective means of performing their work. We believe continuing education is critical and helps our staff to anticipate the future and be prepared.

We encourage a **trusting and supportive environment** that fosters innovative problem solving initiatives from every aspect of the organization.

We believe the **opportunity to lead**, both formally and informally, is available to all who desire it throughout the organization.

We believe **staff closest to situations has the greatest potential for quickly and effectively resolving issues** and decisions can and should be made by all people throughout the organization.

We proudly **provide essential community services through planning, goal setting, engagement and prioritization** that are supported by City Council and delivered transparently.

We **encourage and expect employees to dedicate and commit time to long-range thinking and planning** apart from daily required tasks. Our whole staff team explores and thinks through options to do things differently, to do things better.

We pride ourselves on **communicating openly and honestly through a variety of methods** and encourage internal and external feedback which is accurate and timely to most effectively inform all organization members.

We **believe and take pride in Novi's tradition of partnering with the wider community**. We desire to be the first to step up and partner, to be leaders who follow through on mutually-beneficial co-operations. With the assistance of schools, service agencies, and other units of government, we can find areas of each of our strengths to provide the best and most efficient service to citizens and businesses.



January 30, 2013
City of Novi Administrative Staff meeting

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INTRODUCTION



cityofnovi.org

Homeowner Associations

Schools

Library

Citizens

Novi Diagram

Mayor and City Council

Office of the City Manager

operate

invest

nurture

Civic Organizations

value

Federal, State, County Governments

Volunteer Boards & Commissions

City Clerk
Human Resources

Assessing Finance/Treasury Purchasing
Integrated Solutions Team
* Information Technology
* Geographic Information
* Facility Operations
* Park Maintenance
* Park Development

Private Sector Investments

Local & Regional Chambers of Commerce

Community Relations
* Communications
* Social Media
* Civic Engagement
* Novi Study 36
* Employee Engagement
* Novi Youth Council
* Beautification Commission
Economic Development
* Business Attraction/Retention/Expansion

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Engineering
* City Construction Project Design & Inspection
* Capital Improvement Program
* Private Development Site Plan Review - Infrastructure
* Right-of-Way permits
* Infrastructure Asset Management
Field Operations
* Road & Drain Maintenance
* Ice & Snow Removal
* Recycling Center
Forestry
Fleet Maintenance
Water & Sewer
* Sanitary Sewer Operations & Maintenance
* Water System Operations & Maintenance
* Watershed Stewardship
* Rouge River Liaison

Public Safety
Administration
* Police & Fire
* Records
* Emergency 911 Center
Police
* Preventative Patrol
* Criminal Investigations
* Crime Prevention & Citizen Engagement
Fire
* Emergency Medical Services Response
* Fire Prevention/Inspections
* Fire Suppression
* Citizen Engagement
Emergency Preparedness & Management
* CERT
* Citizen Engagement

Community Development
* Long-Range Planning
* Private Development Site Plan Review
* Environmental Planning
* Master Plan and Zoning
* Soil Erosion and Sedimentation Control
* Building Plan Review, Inspections and Permits
* Ordinance Enforcement

Parks, Recreation & Cultural Services - Programs
* Recreation
* Older Adults
* Meadowbrook Commons/Ice Arena
* Novi Ice Arena
* Arts & Community Festivals

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INTRODUCTION

Citizen's Guide to the Budget

The purpose of this section is to explain to the reader the format and information presented in the budget document.

The budget provides a financial plan to execute the Budget Program Strategies which are funded through the General Fund, Special Revenue Funds and other sources; and includes payment of debt. A glossary of terms is included within the Statistical Information and Supplemental Data section with definitions for these and other budget and financial terms.

The budget document consists of the following sections:

- The **City Manager Budget Message** highlights the program strategies and budget plan priorities.
- The **Budget Overview** provides a summary of the significant budget items and trends as well as short and long term factors that influenced the decisions made in the development of the upcoming budget.
- The **Financial Structure, Policy, and Process** provides an organization chart, a summary of the financial and budget policies, basis for budgeting, process of budget preparation and the relationship between all funds. This section also will discuss entity-wide long-term financial policies.
- The **Financial Summaries** includes a description of all funds as well as the City's three-year operating budgets for all funds including prior year actual and current year estimated ending balances. This section presents the major revenues, expenditures and other financing sources and uses, as well as explains the underlying assumptions for any estimates and discusses any trends. Projected changes in fund balance are included for all funds.
- The **Capital Improvement Program and Debt** section provides a detailed listing of capital improvement projects for the upcoming fiscal year as well as for the next five years. Financial data on the current debt obligations, including legal debt limits, and the effect on current operations is also detailed in this section.
- The **Departmental Information** section includes department overviews, performance measures, goals, and objectives. A citywide personnel summary of all full-time positions is also included in this section.
- The **Statistical Information and Supplemental Data** section provides additional information pertaining to the City of Novi that may be of interest to the reader of the budget document. Also included in this section is a Glossary of the various budget and financial terms used throughout the document.
- **Resolutions** contain the two final resolutions approved by the Mayor and City Council as part of the budget process which include adoption of the annual property tax millage rates, budget, and acknowledgement of the multi-year budget.

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FY 2019-20 BUDGET MESSAGE

July 1, 2019

Dear Honorable Mayor, City Council Members, and Residents of the City of Novi:

This is a golden opportunity to start planning for the next 50 years

Novi continues to grow at a steady, if not robust (compared to other communities), pace as we celebrate 50 years as a City. In just 50 years we have become the 17th largest city in the State of Michigan and one of fourteen organizations in the State that carries a AAA Bond Rating. Money Magazine recently rated Novi as the 23rd best place to live in the country and best place to live in Michigan.

To keep pace with the growth this budget has the **General Fund** spending more the \$2 million annually in each of the next three years on capital related items including technology, state of the art Department of Public Works and Public Safety equipment and updates and upgrades to facilities to serve the growing demands of the City of Novi.

Road conditions and traffic congestion continue to be a high priority for City Council. Therefore, we have more than \$9.1million in new road projects planned for FY 2019/2020 and \$28.0 million scheduled over the next three years. This includes \$2 million for Flint Street Realignment/Reconstruction to help with the Grand River Avenue/Novi Road traffic congestion and another \$3.7 million for local roads and concrete panel replacement, all in Fiscal Year 2019/2020. This budget also has an additional \$1.7 million that will be spent to improve the safety and capacity of several high volume intersections throughout Novi.

We also plan on addressing some of the significant **sidewalk gaps** throughout the city; which have also been a priority for City Council. This budget includes more than \$2.9 million in sidewalk and pathway improvements over the next three years. The budgeted \$1.1 million in Fiscal Year 2019/2020 is for completion of segments to provide access to the ITC trail from certain neighborhoods.

The City of Novi continues to invest significantly in **water and sewer** infrastructure on an annual basis to ensure the transmission and distribution systems are adequate now and into the future. More than \$10.6 million in water and sewer capital improvements are planned over the next three years; all being paid from current rates and not having to issue debt while keeping annual rate increases very low compared to other communities.

While development is critical to continued prosperity of the city, providing our residents **park land** and green space is also a high priority. The City has purchased several parcels of land over the past couple of years and the budget includes more than \$1 million over the next three years for upgrades such as new playground

BUDGET MESSAGE

equipment, pickle ball fields and adding lighting to some of the existing ball fields. These improvements go along with the \$2 million budgeted for new soccer fields in the 2018/2019 budget.

We continue to aggressively address **legacy costs** associated with current and prior employees. The OPEB fund (Other Post Employment Benefits or retiree healthcare) is now more than 105% funded and our pension fund is almost 66% funded. We plan on additional contributions, over and above the minimum required amounts by our actuary, in each of the next three years to get the funding level to 100% as quick as possible. The pension contribution increases by \$300,000-\$500,000 annually each of the next three years.

Fiscal Year 2019/2020 marks the first year of the **Corridor Improvement Authority** (CIA) tax capture to fund improvements in the Grand River Avenue corridor. We will be able to continue the tax growth here but also capture 50% of other taxes to be invested in the regional destination.

The City plans to think locally but work regionally to maximize our community's value. This challenges us as we keep up with the withdrawal of State funding for communities. According to the Michigan Municipal League (MML), the State of Michigan has withheld from the City of Novi more than \$18.5 million from the **State Shared Revenue** (SSR) formula since 2002. That funding would have gone a long way for the pre-mentioned projects and pension liabilities.

In closing, the City of Novi continues to have one of the lowest tax rates for full-service Cities in the entire State of Michigan. The 10.5376 mills have been significantly reduced from the City charter authorized rates of 13.3 mills. Despite the loss of the ability to levy these mills, the City continues to provide world-class services to its residents, businesses and visitors as attested to by the recent recognition from Money Magazine and overwhelmingly positive National Citizen Survey results.

As you will see in the following budget document, we are proud of our 50 year history as a City and are ready to take on the next 50 years.

Respectfully submitted,



Peter E. Auger
City Manager



BUDGET OVERVIEW

City Council Goals

On January 12, 2019, at an Early Input Budget Session, the Novi City Council met to discuss Strategic Themes & Broad Goal categories. The items listed represent areas of focus to assist in reaching the short-term goals during fiscal year 2019/20 and long-term goals in future years.

Nurture public services that residents want and value.

Make long-term strategic and sustainable investments in Roads & Pathways and Water & Sewer and provide for development, acquisition and rehabilitation of parks and public lands. Provide cultural resources and recreational opportunities for a growing and diverse population.

Short-Term Goals

- Establish a public transit system that will reduce traffic and smog; and ensure Novi residents, employees, and visitors have stable routes to and from destinations.
- Complete direct sidewalk connections to ITC Trail on at least one side of 10 Mile Road (located to avoid conflict with any future road improvements.)
- Accelerate funding of neighborhood park improvements at Wildlife Woods, Novi Northwest Park, and Villagewood Lake Park using CIP millage

Long-Term Goals

- Fund, build, and operate a Public Recreational Facility.
- Place greater emphasis on “aging in place” for senior services (to include strategy development to assist residents to do so.)
- For Parks Master Plan—Every Novi resident should be able to walk to a City park and/or recreational trail within 10 minutes of their home (1/2 mile).

Operate a world-class and sustainable local government.

Maintain an efficient and effective, fiscally-responsible local government which leverages communication, strategic partnerships, and skilled staff.

Short Term Goals

- To leverage high levels of citizen interest, review all City boards and commissions to determine if they are still relevant and what boards and commissions should be added (including having Older Adult Advisory Board and Cultural Arts Board become Council appointed.)
- Create a comprehensive sustainability plan that includes businesses, residents, and the City which incorporates not only renewable energy goals but assurance of clean water, environmentally friendly practices, and other green initiatives.

Long Term Goals

- Create a financially sustainable plan for the Tree Fund—current funding mechanism is not sustainable long-term.
- Limit CIP Plan projects to what can realistically be funded over 6 years. Current plan includes many “year 6” projects that far exceed projected available funds.



BUDGET OVERVIEW

Value and build a desirable and vibrant community for residents and businesses alike now and into the future.

Encourage quality economic development to maximize city revenue and job growth while protecting and enhancing natural areas, natural features and community character.

Short Term Goals

- Create a plan for upgrading all of our major commercial corridors with streetlights, landscaping, etc.
- Revamp drain millage to expand purpose to include funding preservation of natural areas and acquisition of park land no later than FY 2020 budget.

Long Term Goals

- Direct Planning Commission and staff to study area around 12 Oaks Mall for redevelopment options in light of recent news about Sears.
- Work with RCOC to develop 12 Mile Road Corridor.

Incapitalize on being a Safe Community at all times for all people.

Ensure Police, Fire, Public Services meet the needs of all residents, businesses, and visitors at all times.

Short Term Goals

- Provide additional public safety resources for Schools located in Novi.
- Work with Road Commission to do short-term fixes to 10 Mile Road and 12 Mile Road—worst roads in the City.
- Establish a strategic plan for the Novi Fire Department. This would include short and long term goals for the department, analysis of the current staffing model, and consideration of basic life support transport by City firefighters.

Long Term Goals

- Utilizing all available traffic studies, have City staff establish and implement a comprehensive plan to address traffic in ALL of Novi and bring in additional concerned parties, such as business, to discuss potentially alleviating options.
- Create a policy to extend water and sewer service to unserved neighborhoods that recognizes the costs of these projects.

BUDGET OVERVIEW

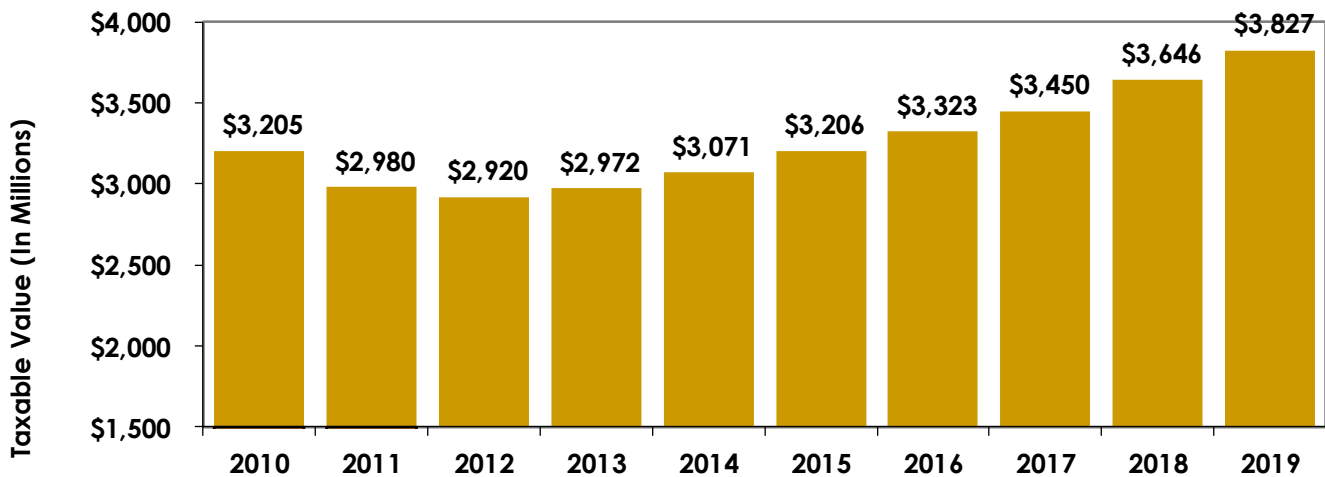
Revenue Trends

Property Taxes

Property taxes are expressed in terms of millage with one mill being equal to \$1.00 per thousand dollars of taxable value.

Assessing records maintain two values for each property in the City. Prior to Proposal A all property was taxed based on the State Equalized Value (S.E.V.), which represents 50% of true cash value. Proposal A limits the increase in value attributed to market change to the lower of 5% or the Inflation Rate Multiplier (previously referred to as Consumer Price Index). The one exception is the properties changing ownership,

Tax Year	Taxable Value (in millions)	% Change
2010	\$ 3,205	-9.9%
2011	\$ 2,980	-7.0%
2012	\$ 2,920	-2.0%
2013	\$ 2,972	1.8%
2014	\$ 3,071	3.3%
2015	\$ 3,206	4.4%
2016	\$ 3,323	3.6%
2017	\$ 3,450	3.8%
2018	\$ 3,646	5.7%
2019	\$ 3,827	5.0%

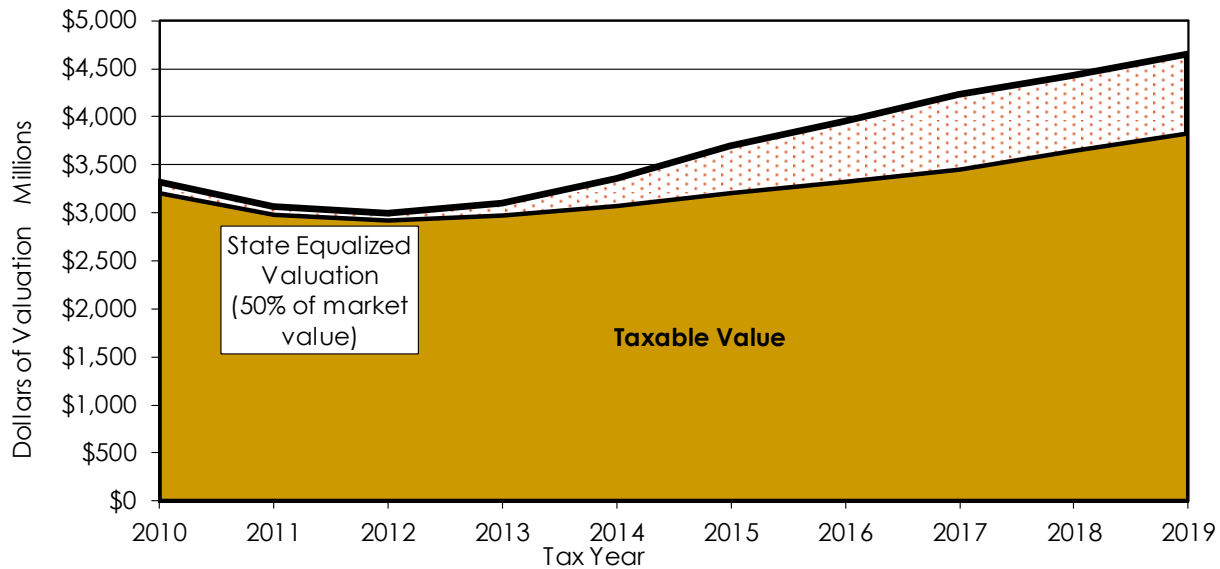


BUDGET OVERVIEW

Ten Year Taxable Value Actual Compared to State Equalized Valuation (SEV)

Tax Liability Year	State Equalized Valuation (50% of market value)		Taxable Value		% Taxable Value of SEV
	Amount	% Change	Amount	% Change	
2010	\$3,321,184,600	-11.2%	\$3,204,568,420	-9.9%	96.5%
2011	\$3,063,922,590	-7.7%	\$2,979,611,480	-7.0%	97.2%
2012	\$3,004,330,340	-1.9%	\$2,920,333,650	-2.0%	97.2%
2013	\$3,099,733,610	3.2%	\$2,972,081,580	1.8%	95.9%
2014	\$3,365,191,110	8.6%	\$3,070,872,210	3.3%	91.3%
2015	\$3,704,488,760	10.1%	\$3,205,569,930	4.4%	86.5%
2016	\$3,952,090,850	6.7%	\$3,323,044,630	3.7%	84.1%
2017	\$4,234,030,940	7.1%	\$3,450,116,990	3.8%	81.5%
2018	\$4,429,863,848	4.6%	\$3,645,653,370	5.7%	82.3%
2019	\$4,655,858,010	5.1%	\$3,827,330,410	5.0%	82.2%

Ten Year Taxable Value Compared to State Equalized Valuation City of Novi, Michigan



The 1994 SEV established the base for taxable value calculations beginning in 1995. In addition to SEV, a taxable value was determined for each property. Taxable value is the lower of either capped value or SEV. Capped value increases are limited to the lesser of 5% or the rate of inflation. Although SEV continues to be based on market conditions, taxable value is thus in place to control property tax increases. Additions or losses to a property will increase or reduce the taxable value of that property. In the year following a property transfer, the taxable value of that property will uncap to the SEV. Novi's total taxable value rate of change moves larger than the SEV largely due to the uncapping of properties from sales and the addition of new construction. In the coming decades, as Novi reaches build-out and ages, under current rules, yearly increases in taxable value will be closer to capped consumer price index (termed Inflation Rate Multiplier by the State of Michigan).

BUDGET OVERVIEW

Headlee Amendment

The Headlee amendment of the State Constitution can reduce the amount of operating millages allowed by City Charter. This amendment limits the growth in property tax revenue from existing property to the rate of inflation. It accomplishes this by reducing millages proportionally by the amount that market changes exceed the State's inflation rate multiplier. The table on this page shows the millages, revenues, remaining capacities and the proportion of each funds' property tax revenue.

CITY CHARTER RATES, HEADLEE MAXIMUM RATES AND 2018 TAX LEVY

	CITY CHARTER	ADJUSTED CHARTER MAXIMUM HEADLEE		2019 LEVY	REMAINING CAPACITY
		2018	2019		
OPERATING FUNDS					
GENERAL FUND-Operating	6.5000	4.8458	4.7755	4.7755	-
GENERAL FUND-PA 359 Advertising*	0.0000	N/A	N/A	0.0129	-
MUNICIPAL STREET FUND	1.5000	1.4484	1.4273	1.4273	-
PUBLIC SAFETY	1.8000	1.3790	1.3590	1.3590	-
PARKS AND RECREATION	0.5000	0.3722	0.3668	0.3668	-
DRAIN REVENUE FUND	1.0000	0.7451	0.7342	0.5583	0.1759
CIP FUND	1.0000	0.9706	0.9565	0.9565	-
LIBRARY FUND	1.0000	0.7451	0.7342	0.7342	-
DEBT SERVICE FUNDS					
2008 LIBRARY DEBT FUND	(as needed)	N/A	N/A	0.3471	Last Year of Levy 2027-28
				10.5376	

*Per Public Act 359 of 1925, Max levy of \$50,000

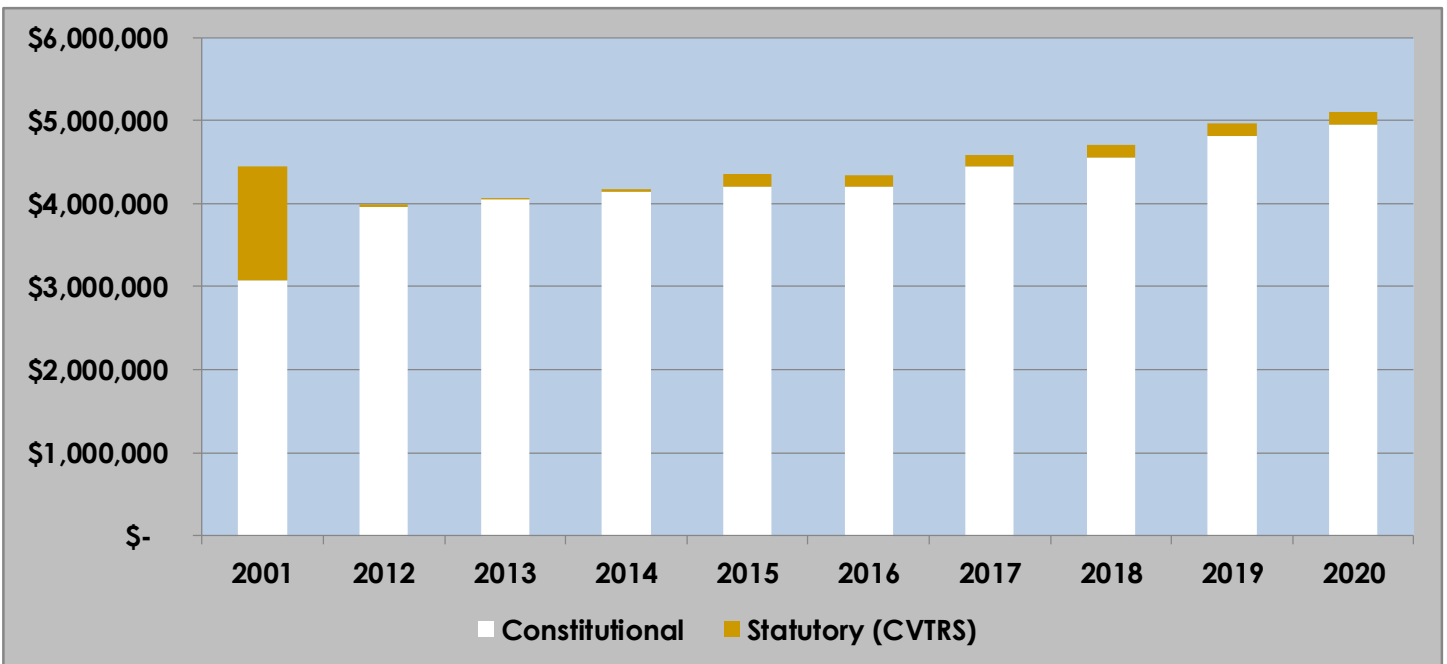
	MILLAGE			REVENUE	REMAINING CAPACITY
	2018-19	2019-20	CHANGE		
OPERATING FUNDS					
GENERAL FUND	4.8458	4.7755	(0.0703)	\$ 18,591,000	\$ -
GENERAL FUND-PA 359 Advertising	0.0137	0.0129	(0.0008)	50,000	-
MUNICIPAL STREET FUND	1.4484	1.4273	(0.0211)	5,516,000	-
PUBLIC SAFETY	1.3790	1.3590	(0.0200)	5,290,000	-
PARKS AND RECREATION	0.3722	0.3668	(0.0054)	1,414,000	-
DRAIN REVENUE FUND	0.4157	0.5583	0.1426	2,157,000	681,000
CIP FUND	0.9706	0.9565	(0.0141)	3,696,000	-
LIBRARY FUND	0.7451	0.7342	(0.0109)	2,838,000	-
	10.1905	10.1905	0.0000	\$ 39,552,000	
DEBT SERVICE FUNDS					
2008 LIBRARY DEBT FUND	0.3471	0.3471	0.0000	-	
	10.5376	10.5376	0.0000	\$ 39,552,000	

Note: Last Headlee rollback in maximum millage rate occurred in tax year 2018.

BUDGET OVERVIEW

State Shared Revenue

The State Revenue Sharing program distributes sales tax collected by the State of Michigan to local governments. The State Revenue Sharing is unrestricted General Fund revenue and is the second largest source of revenue in that fund. The distribution of funds is authorized by the State Revenue Sharing Act, Public Act 140 of 1971. The State Shared Revenue Program consists of two components; constitutional and statutory (CVTRS). The constitutional portion is guaranteed and distributed on a per capita basis. For Fiscal Year ending 2017 the Constitutional Payment is equal to the 2010 census population multiplied by the Distribution Rate or the Distribution Rate is calculated according to three formulas: taxable value per capita, population unit type and yield equalization. Since 2010, State Revenue Sharing has steadily increased and is back to the levels last seen in 2001.

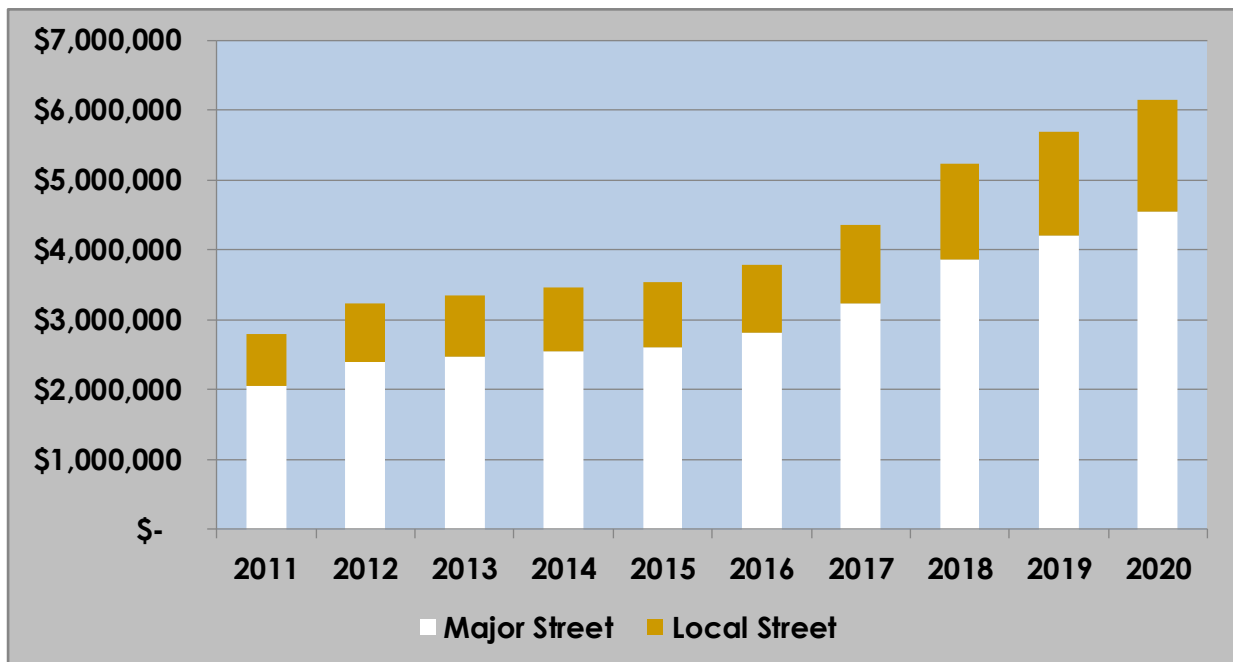


	2001 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 PROJECTED	2020 ESTIMATED
Constitutional	\$3,074,982	\$3,965,601	\$4,047,703	\$4,142,627	\$4,207,692	\$4,203,650	\$4,445,931	\$4,563,358	\$4,815,107	\$4,959,560
Statutory (CVTRS)	\$1,373,275	\$25,092	\$26,886	\$28,182	\$146,155	\$146,155	\$146,155	\$146,155	\$146,250	\$146,250
Total	\$4,448,257	\$3,990,693	\$4,074,589	\$4,170,809	\$4,353,847	\$4,349,805	\$4,592,086	\$4,709,513	\$4,961,357	\$5,105,810

BUDGET OVERVIEW

Act 51 – Michigan Transportation Fund

The State of Michigan's Constitution also provides funds for transportation purposes. Act 51 of 1951, as amended, creates the Michigan Transportation Fund, whereas revenues collected through highway user taxes, state motor fuel taxes, vehicle registration fees, and other miscellaneous automobile related taxes are distributed by formula to state trunk lines, county road commissions, cities, and villages. These funds are utilized for maintenance and construction of neighborhood roads and other City streets within the Major and Local Street funds. Below is the ten year trend in Act 51 revenues for Major and Local Streets.



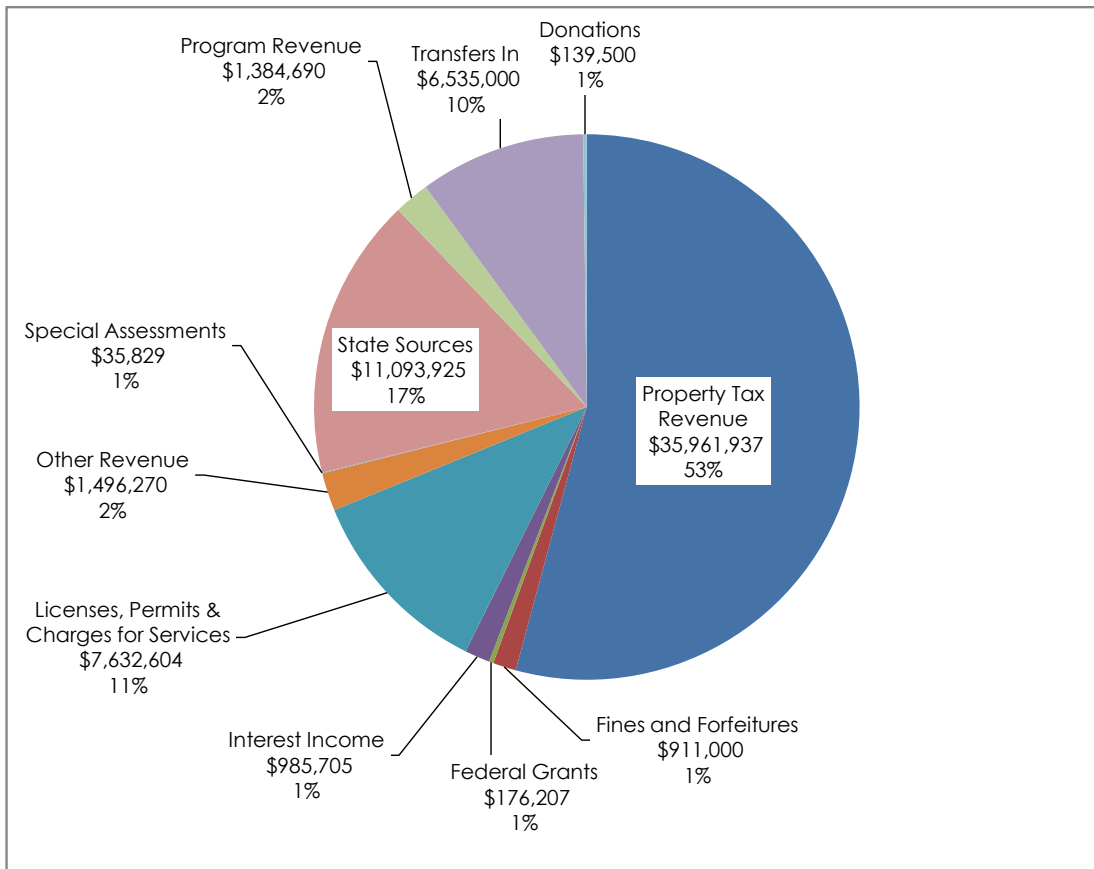
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJECTED	ESTIMATED
Major Street	\$2,045,618	\$2,390,926	\$2,472,919	\$2,549,850	\$2,602,927	\$2,805,151	\$3,225,703	\$3,865,139	\$4,213,000	\$4,555,000
Local Street	\$741,829	\$850,685	\$878,115	\$912,835	\$934,371	\$978,693	\$1,129,243	\$1,362,035	\$1,485,000	\$1,603,000
Total	\$2,787,447	\$3,241,611	\$3,351,034	\$3,462,685	\$3,537,298	\$3,783,844	\$4,354,946	\$5,227,174	\$5,698,000	\$6,158,000

BUDGET OVERVIEW

Fiscal Year 2019-20 Budgeted Revenues (by category)

The following represents Fiscal Year 2019-20 budgeted revenue (General Fund and Special Revenue Funds), as well as a four-year comparison of revenue by fund.

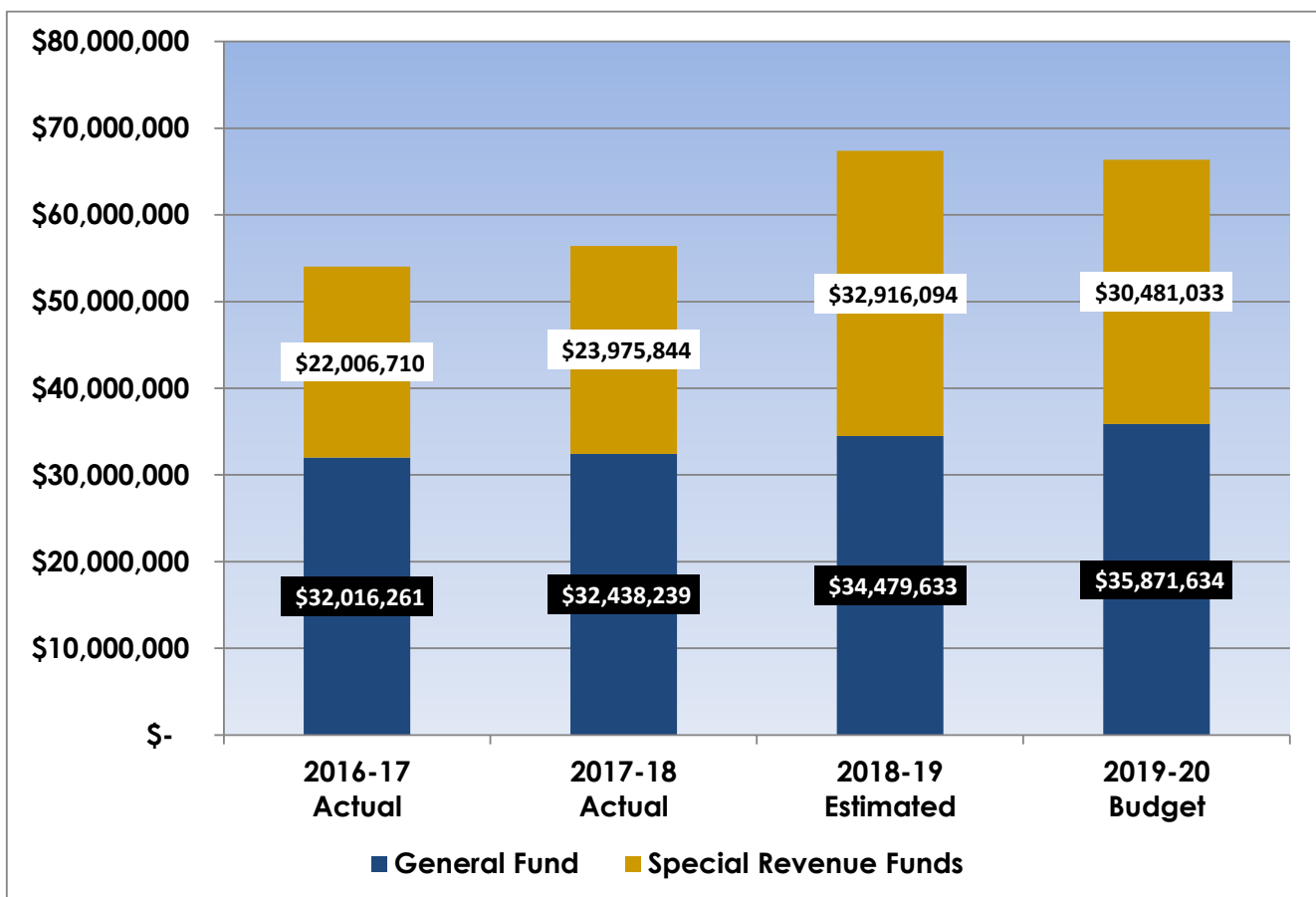
ESTIMATED REVENUES	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL BUDGETED
Property Tax Revenue	\$ 24,065,202	\$ 11,896,735	\$ 35,961,937
Fines and Forfeitures	525,000	386,000	\$ 911,000
Federal Grants	65,000	111,207	\$ 176,207
Interest Income	747,033	238,672	\$ 985,705
Licenses, Permits & Charges for Services	4,777,604	2,855,000	\$ 7,632,604
Other Revenue	792,870	703,400	\$ 1,496,270
Special Assessments	-	35,829	\$ 35,829
State Sources	4,897,925	6,196,000	\$ 11,093,925
Program Revenue	-	1,384,690	\$ 1,384,690
Transfers In	-	6,535,000	\$ 6,535,000
Donations	1,000	138,500	\$ 139,500
TOTAL ESTIMATED REVENUES	\$ 35,871,634	\$ 30,481,033	\$ 66,352,667



BUDGET OVERVIEW

Comparison of Revenue (Four-Year)

Fund	2016-17 Actual	2017-18 Actual	2018-19 Estimated	2019-20 Budget	% Change Estimated 2018-19 & Budget 2019-20
GENERAL FUND	\$ 32,016,261	\$ 32,438,239	\$ 34,479,633	\$ 35,871,634	4.04%
SPECIAL REVENUE FUNDS					
Major Street	3,236,599	4,243,904	4,729,660	4,558,582	-3.62%
Local Street	3,473,488	3,395,566	6,757,713	7,840,868	16.03%
Municipal Street	5,300,490	5,579,070	5,775,026	5,877,960	1.78%
Parks, Recreation & Cultural Services	3,155,929	2,844,929	3,089,689	3,254,526	5.34%
Tree	537,744	851,682	1,014,853	358,971	-64.63%
Drain	741,625	994,358	5,274,860	2,167,531	-58.91%
Rubbish Collection	1,823,449	2,198,446	2,429,770	2,476,000	1.90%
PEG Cable	370,872	379,090	331,938	375,061	12.99%
Community Development Block Grant	111,720	99,885	129,591	106,207	-18.04%
Forfeiture	365,351	351,149	274,614	221,325	-19.41%
Library	2,842,382	2,952,557	3,033,030	3,165,632	4.37%
Library Contribution	36,163	49,343	39,500	42,500	7.59%
West Oaks St. Street Lighting	7,563	7,555	7,550	7,570	0.26%
West Lake Dr Street Lighting	3,302	3,302	3,300	3,300	0.00%
Town Center St. Street Lighting	33	25,008	25,000	25,000	0.00%
	\$ 22,006,710	\$ 23,975,844	\$ 32,916,094	\$ 30,481,033	-7.40%
TOTAL REVENUE	\$ 54,022,971	\$ 56,414,083	\$ 67,395,727	\$ 66,352,667	-1.55%



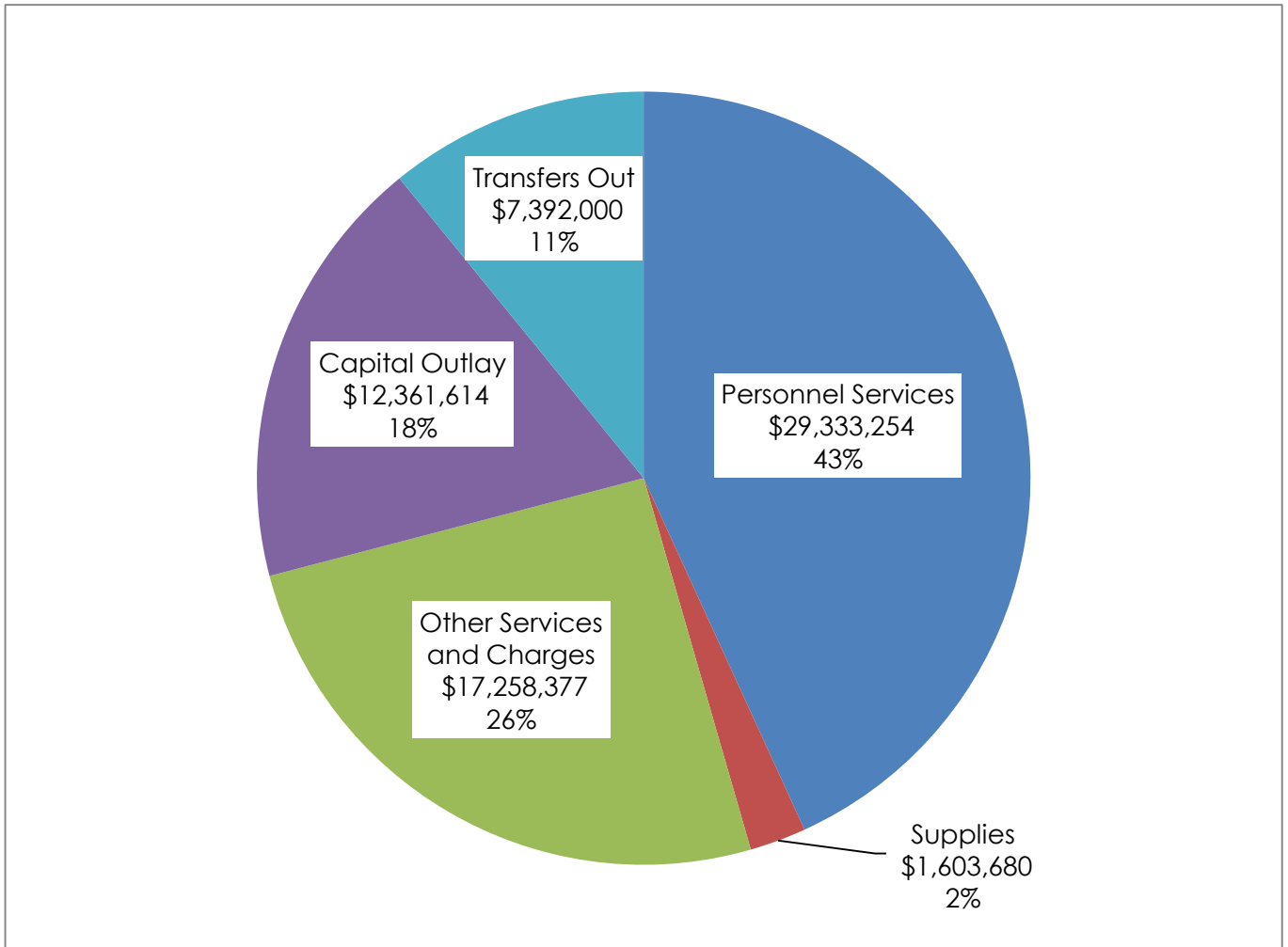
BUDGET OVERVIEW

Expenditure Trends

Fiscal Year 2019-20 Budgeted Expenditures (by category)

The following represents Fiscal Year 2019-20 budgeted expenditures (General Fund and Special Revenue Funds), as well as a four-year comparison of expenditures by fund.

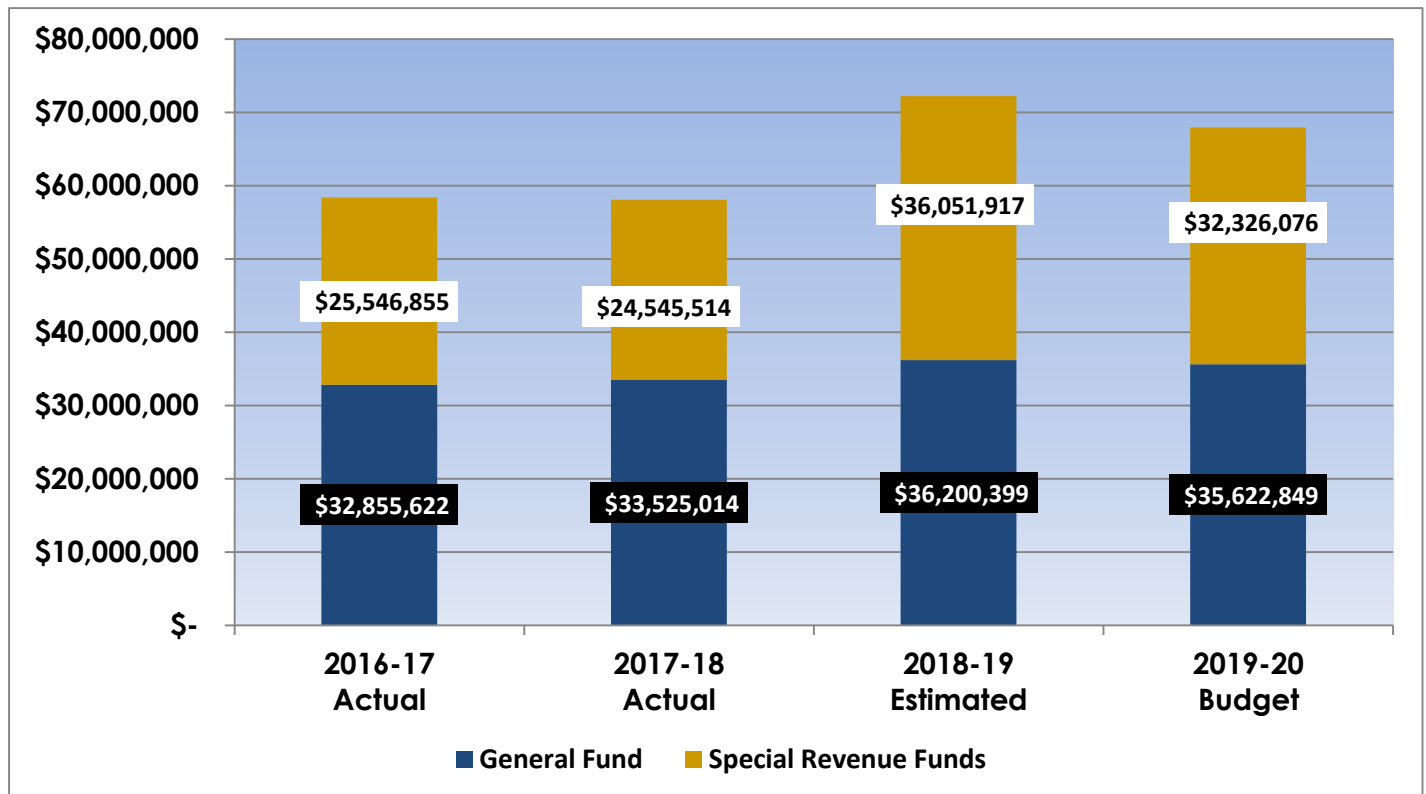
EXPENDITURES	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL BUDGETED
Personnel Services	\$ 25,710,181	\$ 3,623,073	\$ 29,333,254
Supplies	875,300	728,380	\$ 1,603,680
Other Services and Charges	6,662,818	10,595,559	\$ 17,258,377
Capital Outlay	2,024,550	10,337,064	\$ 12,361,614
Transfers Out	350,000	7,042,000	\$ 7,392,000
TOTAL EXPENDITURES	\$ 35,622,849	\$ 32,326,076	\$ 67,948,925



BUDGET OVERVIEW

Comparison of Expenditures (Four-Year)

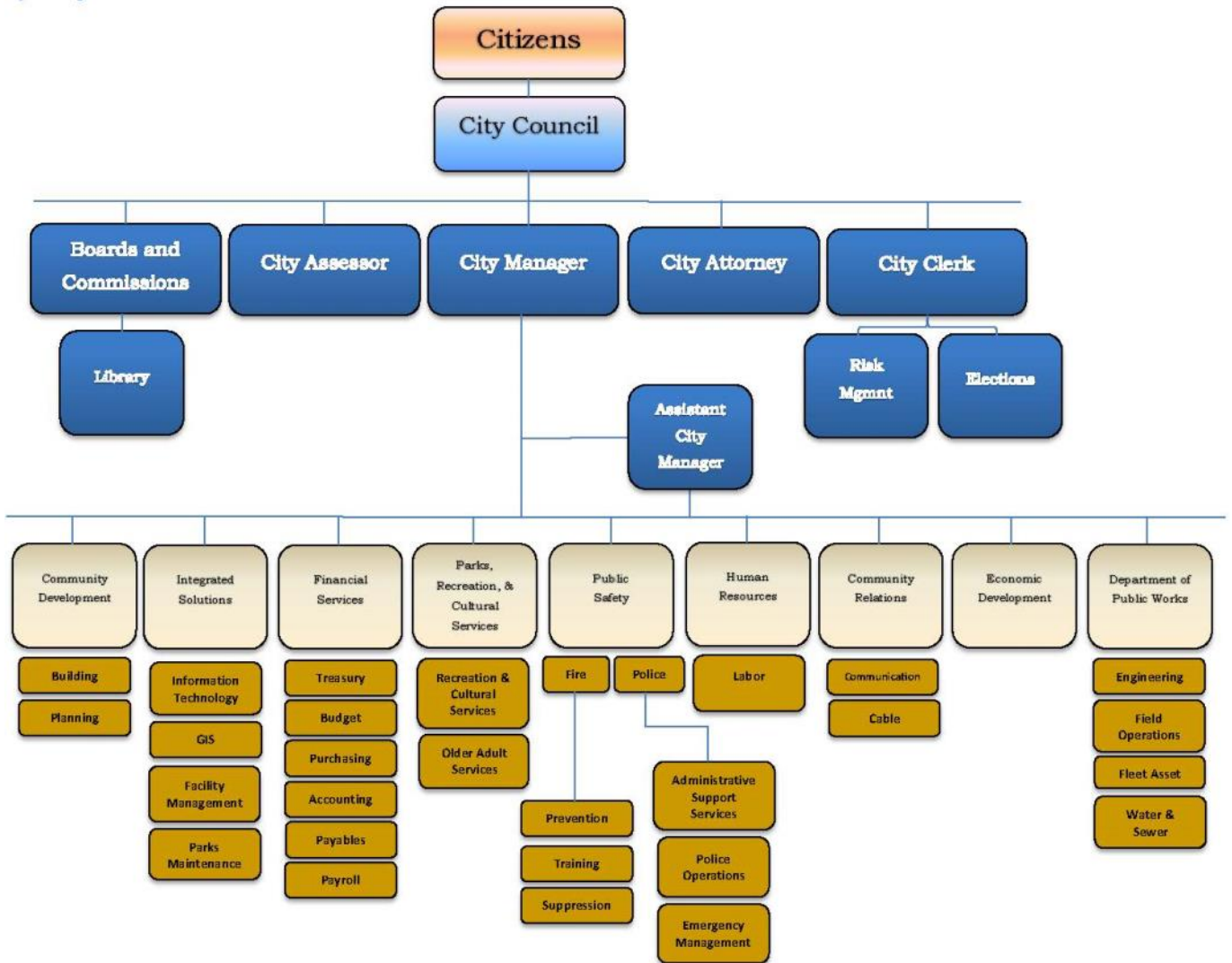
Fund	2016-17 Actual	2017-18 Actual	2018-19 Estimated	2019-20 Budget	% Change Estimated 2018-19 & Budget 2019-20
GENERAL FUND	\$ 32,855,622	\$ 33,525,014	\$ 36,200,399	\$ 35,622,849	-1.60%
SPECIAL REVENUE FUNDS					
Major Street	3,305,163	3,070,052	5,917,614	4,513,582	-23.73%
Local Street	3,516,478	3,495,846	6,585,601	7,520,868	14.20%
Municipal Street	6,267,457	4,987,912	7,051,833	7,461,960	5.82%
Public Safety	1,238,982	-	-	-	0.00%
Parks, Recreation & Cultural Services	3,512,013	3,063,724	3,389,721	3,488,139	2.90%
Tree	411,961	1,005,309	1,097,787	668,971	-39.06%
Drain	2,295,835	3,073,242	5,401,840	2,167,531	-59.87%
Rubbish Collection	1,823,449	2,198,446	2,429,770	2,476,000	1.90%
PEG Cable	97,900	233,556	371,137	318,061	-14.30%
Community Development Block Grant	79,275	127,989	100,000	106,207	6.21%
Forfeiture	167,834	330,755	363,164	369,325	1.70%
Library	2,757,501	2,887,997	3,140,250	3,175,632	1.13%
Library Contribution	10,029	39,861	164,700	21,500	-86.95%
West Oaks St. Street Lighting	8,540	7,520	10,000	10,000	0.00%
West Lake Dr Street Lighting	3,250	2,962	3,500	3,300	-5.71%
Town Center St. Street Lighting	51,188	20,343	25,000	25,000	0.00%
TOTAL APPROPRIATED FUNDS	\$ 25,546,855	\$ 24,545,514	\$ 36,051,917	\$ 32,326,076	-10.33%
	\$ 58,402,477	\$ 58,070,528	\$ 72,252,316	\$ 67,948,925	-5.96%



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FINANCIAL STRUCTURE, POLICY AND PROCESS

Organizational Chart



FINANCIAL STRUCTURE, POLICY AND PROCESS

Fund Structure

Governmental Funds

*** General Fund**

101 - General Fund

Debt Service Fund

317 - 2008 Library Construction Debt

Capital Project Funds

235 - Special Assessment Revolving
400 - Capital Improvement Program (CIP)
402 - Gun Range Facility
403 - Street Improvement

Permanent Fund

211 - Drain Perpetual Maintenance

*** Special Revenue Funds**

202 - Major Street
203 - Local Street
204 - Municipal Street
208 - Parks, Recreation, and Cultural Services
209 - Tree
210 - Drain
226 - Rubbish Collection
263 - PEG Cable
264 - Community Development Block Grant
266 - Forfeiture
268 - Library
269 - Library Contribution
854 - West Oak St. Street Lighting
855 - West Lake Drive Street Lighting
856 - Town Center St. Street Lighting

Proprietary (Enterprise) Funds

590 - Ice Arena
592 - Water and Sewer
594 - Senior Housing

Trust and Agency (Fiduciary) Funds

701 - Agency
703 - Tax
710 - Retiree Health Care Benefits

Component Units

566 - Economic Development Corporation
246 - Corridor Improvement Authority (CIA)

* Requires Budget

Major Fund



FINANCIAL STRUCTURE, POLICY AND PROCESS

Significant Budget and Accounting Policies

The budgeting and accounting policies of the City of Novi conform to (GAAP) as applicable to governmental units, with the exception that interfund transfers are considered as any other appropriation in evaluating priorities rather than as a separate item. The following is a summary of the significant budget and accounting policies:

Basis of Budgeting

All Governmental Funds, including the legally adopted General Fund and Special Revenue Funds, are budgeted for on a modified accrual basis. As an example, employee wages are budgeted to account for the number of days scheduled for each fiscal year. The basis of budgeting is the same as the basis of accounting, except that transfers have been included in the "revenue" and "expenditure" categories for budgetary purposes, rather than as "other financing sources (uses)" for accounting purposes.

Basis of Accounting

The accrual basis of accounting is used by the Enterprise Funds. All Governmental Funds and Agency Funds use the modified-accrual basis of accounting. Modifications in such methods from the accrual basis are as follows:

Property tax revenue that is both measurable and available for use to finance operations is recorded as revenue when earned. Other revenue is recorded when received. Properties are assessed as of December 31 and become a lien then. The related property taxes are billed on July 1 of the following year. These taxes are due without a penalty during the period July 1 through August 31 with a 4% penalty added after that date. After February 28, they are added to the County tax rolls. The County Tax Revolving Fund reimburses the City for the real property portion of these taxes and assumes collection responsibilities for both real and personal property taxes.

- Non-current receivables, such as special assessments, are recorded at full value and deferred revenue is recorded for the portion not available for use to finance operations as of year-end.
- Interest income on special assessments receivable is not accrued until its due date.
- Interest on bonded indebtedness and other long-term debt are not recorded as expenditures until the due date.
- Payments for inventory type of supplies are recorded as expenditures at the time of purchase.
- Normally, expenditures are not divided between years by the recording of prepaid expenses.
- The non-current portion of accumulated employee benefits is reflected in the government-wide financial statements.

Fund Structure of Approved Budget

Annual budgets are legally adopted for the General Fund and Special Revenue Funds as required by the State's Uniform Budgeting and Accounting Act. In addition, although not required by law, budgets are prepared for the City's Debt Service, Capital Projects, Enterprise Funds, and Fiduciary Funds. These budgets are prepared for financial management and project control purposes.

FINANCIAL STRUCTURE, POLICY AND PROCESS



Major Funds

The City of Novi reports on two major governmental funds which are the General Fund and Major Street Fund.

Fund Accounting

The accounts of the City are organized by funds and account groups, each of which is considered a separate accounting entity. Funds are established to segregate specific activities or objectives of a government in accordance with special regulations, restrictions or limitations. The various funds are grouped into generic fund types in three broad fund categories as follows:

Governmental Funds

General Fund: The General Fund contains the records of the ordinary activities of the City that are not accounted for in another fund. General Fund activities are financed by revenue from general property taxes, state-shared revenue and other sources.

Special Revenue Funds: Special Revenue Funds are used to account for the proceeds of earmarked revenue from financing activities requiring separate accounting because of legal or regulatory provisions.

Debt Service Funds: Debt Service Funds are used to account for the annual payment of principal and interest concerning certain long-term debt other than debt payable from the operations of an enterprise fund.

Capital Projects Funds: Capital Project Funds are used to account for the development of capital facilities other than those financed by the operations of the enterprise funds.

Permanent Fund: Permanent Funds are used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs.

Proprietary Funds

Enterprise Funds: The Water and Sewer, Ice Arena, and Senior Housing Funds are used to account for the results of operations that provide a service to citizens financed by a user charge for the provision of that service.

Besides normal operations, the Water and Sewer Fund provides for capital investment, which is funded by a one-time connection charge.

Component Units

A governmental component unit is a legally separate organization for which the elected officials of the primary government are financially accountable.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Trust and Agency Funds

Fiduciary Funds: Fiduciary Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, organizations, other governments or other funds. These include the Retiree Health Care Benefits Fund, Tax Fund, and the Agency Fund. The Retiree Health Care Benefits Fund is an expendable trust fund and is accounted for in the same manner as governmental funds. The Tax Fund and Agency Fund are custodial in nature and do not involve the measurement of results of operations.

Fixed Assets and Long-Term Liabilities

Fixed assets used in governmental fund type operations are accounted for in the government-wide financial statements, rather than in the governmental funds. Depreciation is reported on a straight-line basis for such fixed assets. All fixed assets are recorded at cost or, if donated, at their estimated fair value on the date donated. Long-term liabilities expected to be financed from governmental funds are accounted for in the government-wide financial statements, not in the governmental funds.

Fixed assets and long-term liabilities relating to the Water and Sewer, Ice Arena, and Senior Housing Funds are accounted for in those funds. Depreciation on such fixed assets is charged as an expense against the operations of the fund on a straight-line basis.

Cash Equivalents

For purposes of the statement of cash flow, the Enterprise funds consider all highly liquid investments with an original maturity of three months or less to be cash equivalents. In addition, the statements of cash flow include both restricted and unrestricted cash and cash equivalents.

Inventories

Inventories in the Enterprise funds are valued at cost, on a first in, first out basis, which approximates market value.

Deposits and Investments

The City believes that due to the dollar amounts of cash deposits and the limits of Federal Deposit Insurance Corporation, insuring all bank deposits is impractical. The City evaluates every financial institution it deposits City funds into, assessing the level of risk.

Investments

The City is authorized by Michigan Public Act 20 of 1943 (as amended) to invest surplus monies in U.S. bonds and notes, certain commercial paper, U.S. government repurchase agreements, government agencies, Bankers' acceptances and mutual funds and investment pools that are composed of authorized vehicles.

To the extent that cash from various funds has been pooled, related investment income is allocated to each fund based on relative participation in the pool, except that investment earnings by the Agency Funds are allocated to the General Fund.

FINANCIAL STRUCTURE, POLICY AND PROCESS



Financial Policies

The City of Novi's financial policies, as compiled below, set forth the basic framework for the overall fiscal management of the City. Operating independently of changing economic circumstances and conditions, these policies help the decision making process of the City Council and administration. These policies provide guidelines for evaluating both current activities and proposals for future programs.

Most of the policies represent long-standing principles (i.e. traditions and practices) that have guided the City in the past and have helped maintain financial stability.

The City's financial policies serve the administration in the preparation of a balanced operating budget and management of the City's financial affairs.

Operating Budget Policies

The City will attempt to maintain its present service level for all priority and essential services within the existing property tax millage limits.

- The City will maintain a budgetary control system to ensure adherence to the budget and will prepare periodic reports comparing actual revenues and expenditures with budgeted amounts.
- The City will emphasize efforts to reduce expenditures in major cost centers (i.e. energy, medical insurance premiums, street lighting, pension cost, and Worker's Compensation payments).
- The Ice Arena, Senior Housing, and Water and Sewer funds will be self-supporting.
- The City will protect against catastrophic losses through a combination of insurance and maintaining appropriate fund balance levels.

Fund Balance/Reserve Policies

On September 26, 2011, the City Council adopted by resolution the following fund balance/reserve policies:

- The City will establish a reserve to pay for expenditures as a result of unforeseen emergencies or for shortfalls caused by revenue declines.
- The City will seek to maintain a diversified and stable revenue system to shelter itself from short-run fluctuations in any one revenue source.
- The City will attempt to obtain additional revenue sources to insure a balanced budget.
- The City will follow an aggressive policy of collecting revenue.
- The City will establish all user charges and fees at a level considering the cost (operating, direct, indirect and capital) of providing the service.
- The City will establish reserves to comply with the terms and conditions of the debt instruments used to finance capital improvement projects.
- The City will review fund balance/reserves annually during the budget process.
- In the event the level of expenditures exceeds the estimated appropriations, the City will create a plan to replenish fund balance/reserves within three years by controlling operating expenditures, adjusting operations and/or dedicating excess or specific revenue sources.



FINANCIAL STRUCTURE, POLICY AND PROCESS

General Fund

For the General Fund, the reserve will be maintained at a minimum of approximately 22-25 percent of the budgeted expenditures as adopted by City Council Resolution, April 5, 2017. In the event that circumstances arise causing the fund balance to fall below 22%, a plan will be put in place to replenish the balance during the subsequent budget year. Additional reserves can be designated for a specific purpose as identified by City Council during the budget process. Fund balance will be established to:

- Provide a fund or reserve to meet emergency expenditures
- Provide cash to finance expenditures from the beginning of the budget year until general property taxes or other revenues are collected
- Demonstrate financial stability and therefore preserve or enhance its bond rating, thereby lowering debt issuance costs;
- Accumulate sufficient assets to make designated purchases;
Avoid short-term borrowing and associated interest costs.

As part of the budget process excess fund balance may be used to reduce liabilities or fund expenditures of the next fiscal period.

Special Revenue Funds

Resources in a fund other than the general fund are either (1) required to be used for the purpose of the fund or (2) intended by the government to be used for that purpose. Special revenue funds report specific revenue sources that are limited to being used for a particular purpose.

Street Funds (Major, Local and Municipal Street)

The City's fund balance for the street funds will be established within a minimum range of 10-20%, individually and collectively amongst the three funds, to cover extraordinary maintenance events (i.e. unusual winter maintenance events, emergency reconstruction, etc.), and contingencies for budgeted construction projects. In addition, the City may establish a designation for capital projects in excess of \$1.5 million, to be completed in future years based on the capital improvement program.

Parks, Recreation and Cultural Services Fund

The fund balance for the Parks, Recreation and Cultural Services Fund will be established within a minimum range of 12-22% of fund annual budgeted expenditures, since this fund is similar to the General Fund in terms of covering operations. This fund reports two major sources of revenue: special voted property tax millage and program revenue. The City may establish a designation for capital projects in excess of \$300,000; to be completed in future years based on the capital improvement program.

Tree Fund

The fund balance for the Tree Fund will be maintained at a minimum of \$500,000 for purposes of establishing a contingency or allowance in the event of some natural disaster impacting the City's tree inventory (e.g. severe storms, straight-winds; diseases; or infestations).

FINANCIAL STRUCTURE, POLICY AND PROCESS



Drain Fund

The Drain Fund reports the City's special property tax millage for the drain system. The City's has a combination drain system, regional and site, resulting in the two types of revenue sources. The revenue from these funds is intended to cover the maintenance, construction and repairs of the drain system. The revenue can also be used to purchase land in conjunction with drainage related projects. The system includes basins and structures with other entities administered by Oakland County, with two of the larger systems being Caddell and Randolph.

In addition to annual maintenance, significant expenditures include construction and repair of large basins, lake dredging, and shared systems. The City monitors and reviews future projects annually during the budget process and reports them in the Capital Improvement Program.

Other Special Revenue Funds

The fund balance for other special revenue funds (Rubbish Collection, PEG Cable, Community Development Block Grant (CDBG), Forfeiture, Library, Library Contribution, West Oak St. Street Lighting, West Lake Drive Street Lighting, Town Center St. Street Lighting) will be used for appropriations based on the specific purpose of those funds.

Permanent Fund

A permanent Fund is classified as a restricted true endowment fund and is a sum of equity used to permanently generate payments to maintain some financial obligation that only earnings from the resource are used and not the principal. This fund may be used to generate and disburse money to those entitled to receive payments by qualification or agreement.

Drain Perpetual Maintenance Fund

The Drain Perpetual Maintenance Fund revenue resources are from connection tap fees. The City's fund balance for the drain funds will vary as these funds are intended to be sufficient to cover current and future costs of the system given the limitation on the tap fee revenue source.

Capital Project Funds

Special Assessment Revolving Fund

The fund balance for the Special Assessment Revolving Fund will be used primarily for capital road improvements, but may also be used for other capital infrastructure projects. The fund's resources are primarily from interest from special assessment construction and debt service funds relating to road construction projects. The fund balance is recommended to be at least \$1,000,000 until special assessment funds created prior to 2000 are closed, and at least \$500,000 until the 2003 Special Assessment District Limited Tax Bonds are paid in full, or collections are sufficient to cover the repayment of the bonds.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Capital Improvement Program (CIP) Fund

The Capital Improvement Program (CIP) Fund's purpose is to track activity related to the voter approved CIP millage which was passed on August 2, 2016. This millage is not to exceed the annual rate of 1.0 mills for a period of 10 years. The uses of the CIP millage funds include but are not limited to parks and facilities, land acquisition, pathways, and apparatus (such as fire truck or heavy equipment). These funds shall not be used for operations or payroll. These funds shall include revenues from the sale of equipment, vehicles, and land originally purchased within this fund. The first levy for this millage was July 1, 2017.

Street Improvement Fund

The Street Improvement Fund's purpose is to account for the balances of ongoing construction projects at the end of a fiscal year in the Major, Local and Municipal Street funds. The fund balance will be used to complete the construction projects which cross fiscal years.

Gun Range Facility Fund

The Gun Range Facility revenues will be used to provide capital improvements to the facility. The fund balance will be used for capital improvement purposes as needed.

Capital Replacement Reserve Policy

Enterprise Funds

The City has established Capital Replacement Reserve accounts in each of its three Enterprise Funds.

The key Capital Replacement Funding principle is that the money is collected and segregated, over a period of time, to cover the repair or replacement cost of existing common elements; that is, capital assets already in existence (for example, the replacement of an existing HVAC system, roof, parking area, etc.). Capital Replacement Funds are part of a long-term financial plan, which helps:

- Strengthen the community's fiscal health
- Increase the market value of units
- Provides stability to avoid large future assessments or rate increases

User charges and fees will be computed based on current year operating expenses, debt service requirements and annual contribution/replenishment of the capital replacement reserve.

The City will conduct a Capital Needs Assessment and Replacement Reserve Analysis for the Ice Arena and Meadowbrook Commons facilities every 5-7 years. The user charges and fees will include annual contribution/replenishment of the capital replacement reserve. Cash and investments for operations will be computed based on a minimum of two months expenditures.

The Capital Replacement Reserve for the Water & Sewer Fund is targeted at 10-25% of the current fair market value of water and sewer infrastructure assets. The City uses the overall national CPI to compute the fair market value of these assets. Cash and investment balances for operations will be computed based on a minimum of two months expenditures plus planned capital improvement projects of \$10 million or less for the year.

FINANCIAL STRUCTURE, POLICY AND PROCESS



Revenue Policies

The City will estimate its annual revenue by a conservative, objective and analytical process.

The City will review fees and charges annually. It will attempt to design and/or modify revenue systems to include provisions that automatically allow charges to grow at a rate that keeps pace with the cost of providing the service.

Non-recurring revenue will be used only to fund non-recurring expenditures.

Capital Improvements Policies

The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements according to the plan. The City Charter was adopted with a low operating millage, with the understanding that major capital expenditures would be financed by bond issues and related special millage.

The City's plan includes large capital purchases and construction projects costing more than \$25,000. A Capital Improvement, as defined in this document, includes real property expenditures greater than \$25,000 that have a life expectancy of at least five years and personal property items costing more than \$25,000 with a life expectancy of at least one year.

The City will maintain its physical assets at a level adequate to protect the City's capital investment and to reduce future maintenance and replacement costs. The budget will provide for the adequate maintenance and the orderly replacement of the capital plant and equipment from current revenues where possible.

The City will use the following criteria to evaluate the relative merit of each capital project:

- Projects specifically included in an approved replacement schedule will receive priority consideration.
- Projects will be evaluated as to the impact on the operating budget; those that reduce the cost of operations or energy consumption will receive priority consideration.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Debt Policies

City of Novi, as a home rule unit, presently has a statutory limit on the amount of general obligation debt outstanding. The limit on the outstanding indebtedness cannot exceed 10% of the equalized assessed valuation. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds should the need arise.

The Debt Policy approved by the City Council in March 2013 puts forth these additional debt limits:

- The City's net bonded indebtedness incurred for all public purposes should not exceed \$2,500 per capita.
- Debt service payments are limited to 20% of the combined operating and debt-service fund expenditures.
- Municipal securities issued for capital improvement purposes shall not exceed 5% of the state equalized valuation of the property assessed in the City of Novi.

The maturity date for any debt may not exceed the reasonably expected useful life of the project so financed. Debt service for property tax supported obligations is structured to fit within the City's annual property tax levy budget for the repayment of principal and interest. When it is deemed to be in the best interest of the City, the City will consider refunding outstanding bonds:

- The City's bond rating on general obligation bonds by Standard & Poor's Investors Service is AAA
- The City will maintain a sound relationship with all bond-rating agencies and will keep them informed about our current capital projects.
- General obligation debt will not be used for enterprise activities.

Investment Policies

The City's investment objectives in priority order are: Safety, Liquidity, and Yield.

Disbursement, collection, and deposit of all funds will be managed to insure that all cash is invested promptly until needed.

The City will strive to maximize the return on the portfolio, with the primary objective of preserving capital by prudent investment practices.

For the City's complete investment policies please contact the Finance Department.

FINANCIAL STRUCTURE, POLICY AND PROCESS



Accounting, Auditing and Financial Reporting Policies

An independent audit will be performed annually.

The City will produce annual financial reports following Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

The City will maintain strong internal audit controls.

Purchasing Policies

The Purchasing Division is responsible for the administration of the procurement process for the supplies, materials and equipment required for the operation and maintenance of the City's departments and facilities.

Purchases will be made in accordance with federal, state and municipal requirements.

Purchases will be made in an impartial, economical, competitive, and efficient manner.

Purchases under \$5,000: Department's responsibility to obtain best price possible and to foster competition.

Purchases between \$5,000 and \$14,999: Require at least three (3) written quotations submitted with the purchase order.

Purchases over \$15,000: Formal sealed bids must be obtained. All invitations for bids are advertised on the Michigan Intergovernmental Trade Network (MITN) a collaboration of public entities throughout the State that collectively advertises bid opportunities through a web site at www.mitn.info. All bid openings will be public. No late or faxed bids will be accepted. All bids and/or written quotations and request for proposals are awarded by the City Council.

Grant Policies

The City Manager's Office reviews and approves department requests to pursue grants.

Completed applications requiring a local match are presented for approval to City Council. The approval includes financing mechanism and required matching funds.

Upon notice of grant award City Council approves budget and formal acceptance.

The Finance Department works with the initiating department for proper reporting and program monitoring.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Budget Policies and Procedures

Role of the Budget

The budget provides the annual financial plan for the management of the City's affairs. The document compiles the financial data needed to support Novi's comprehensive decision making/policy development process. This Budget is based on the City Council Goals, the Capital Improvements Plan, and the City's financial policies, past City Council direction, and City Manager and departmental review of operations.

Budget Strategy

The current financial plan is based upon Council direction and current revenue constraints. These factors govern the stewardship of public funds and reflect the following principles:

- Basic services will be maintained at least at current levels and will be funded adequately.
- Program costs will reflect a true picture of the cost of operations. Depreciation will not be included in program costs (except in the enterprise funds) and some City-wide expenses will be separated from program expenditures for ease of administration.
- Program services will be provided in the most efficient method while meeting the needs of the public.
- Necessary infrastructure improvements will be undertaken to meet needs.
- Revenue will be estimated at realistic levels.
- Reserves will be programmed at appropriate levels to protect the City from future uncertainties.
- The budget will comply with provisions of the State Constitution, City Charter, Municipal Code and sound fiscal policy.

Balanced Operating Budget

A balanced budget is a basic budgetary constraint intended to ensure that the City does not spend beyond its means. The City must function within the limits of the financial resources available and under normal circumstances, requires commitment to a balanced budget. The appropriated budget cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Any deviation from a balanced operating budget requires disclosure when it occurs.

Impact of Capital Budget on the Operating Budget

As new policies and programs are approved, both the operating and capital budgets are impacted. For example, an increase in service levels approved as part of the operating budget would have long-term effects on the Capital Improvements Program. Conversely, a restrictive change to the use of long-term debt would slow capital programs.

Regardless of the difference between the operating and capital budgets, the two are interdependent. Budgetary policy states that all foreseeable operating costs related to capital projects be estimated and provided for as part of the review process associated with the Capital Improvements Program. In addition, departments are required to include costs associated with operating and maintaining capital projects that are requested for the upcoming year.

FINANCIAL STRUCTURE, POLICY AND PROCESS



For additional information pertaining to the capital budget, please see the “Capital Improvements Program and Debt” section of this document.

Budgetary Internal Controls

The annual adopted budget provides a basis of control over financial operations. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the approved budget. Activities of the General Fund and Special Revenue Funds are included in the annual approved budget. The level of budgetary control (that is the level at which expenditures cannot exceed the appropriated amount) is established by function within each individual fund.

Independent Audit

State statutes and the City Charter require an annual audit of all accounts of the City by certified public accountants selected by the City Council. Plante and Moran, PLLC has fulfilled this requirement. The auditor's report is included in the City's Comprehensive Annual Financial Report (CAFR) and is available to the public.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Budget Process

The City's annual budget covers a twelve-month period beginning July 1 and ending June 30. The budget is an ongoing process that includes phases of development, adoption, implementation and oversight throughout the year.

Several goals are associated with the preparation and development of the City's annual budget document. First, the budget is a policy document. The document should help foster comprehensive community problem-solving and policy making. Second, the budget is a financial plan and management tool. The document should help staff in monitoring revenue and expenditures and in evaluating the effectiveness of City programs and services. Third, the budget serves as an important reference document. It should provide the City Council, the public and staff with extensive information on the nature and scope of municipal operations and services.

Strategic Planning Process and National Citizen Survey®

City Council initiates the budget process by providing invaluable guidance to the City Manager and Departments with the development of Long and Short-Term Goals and Strategies to meet these objectives. City Council began this process in January by exploring a consensus vision for our community and identifying a list of emerging priorities.

The City Manager and staff responded to City Council's list of emerging priorities by integrating these issues into a community survey intended to gauge perception of Novi and the quality of services the City offers its citizens. Conducted by Colorado-based National Research Center between September and October 2018, the community survey was mailed to a sample of 1,200 Novi households. The survey instrument pairs a series of standard questions, which provide a point of comparison to other communities through the country, along with three custom questions designed by staff to measure alignment with the City Council's list of emerging priorities. Of the 1,200 eligible households, 417 surveys were completed for response rate providing a 95 percent confidence level in the statistical validity of the results and a "margin of error" of five percent. Survey results were returned to the City in November.

The survey continues to provide a tool for the budget process, and is conducted biannually with the next survey scheduled for September 2020.

Departmental Budget Requests

Particular attention is given to accurately completing all required forms and providing sufficient justification for budget requests. Operating budget impacts must be included if the request is for a capital improvement item or project.

FINANCIAL STRUCTURE, POLICY AND PROCESS



Budget Review and Analysis

All departments meet with the City Manager for review and evaluation of budget requests. The objectives of this phase are to:

- Ensure that the intent of all budget requests is understood and that budget requests are complete.
- Gain greater understanding of departmental objectives and standards of performance and operations for the upcoming fiscal year.
- Determine how proposed budgetary programs and associated changes are related to City-wide goals and objectives.
- Develop comprehensive information and/or request further justification on budgeted items.
- Balance the needs of each department to total City needs.

Various analytical techniques are used in evaluating department budget requests. Some of these include: analysis of workloads and levels of services, evaluation of historical expenditure patterns, projection of inflationary price increases, analysis of work methods, review of work force scheduling, and review of department operations.

Building the Recommended Budget

Under the direction of the City Manager, and with the assistance of the City Assessor and other Department Heads and staff, the Finance Director prepares an initial projection of revenue for the next fiscal year. This projection is based on reasonable assumptions of revenue generated by estimated property values and current user fees, and the best available information from the State of Michigan.

Spending priorities are based on the City's financial policies and mandated requirements, and focus on maintaining services, covering insurance and bond requirements, and the balancing of labor, supplies, and equipment.

City Manager Review

Departmental review sessions are scheduled with the City Manager. After these discussions, the City Manager makes the final adjustments and works with the Finance Director and staff to prepare the draft of the Proposed Budget.

City Council Adoption

After receiving the Proposed Budget, public meetings are conducted with the City Council to familiarize members of the Council with its contents. A public hearing is also conducted to assure that all persons and organizations are provided an opportunity to be heard. The City Council then makes its revisions and adopts the budget for the next fiscal year no later than the third Monday in May.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Budget Amendment Process

After the budget is adopted, the primary responsibility for managing it falls to the individual departments. The Finance Department reviews the monthly budget reports concurrently with the departments. Management flexibility is given to each department of exceeding a line item within a function if it can be compensated for within that same function.

If a function must be adjusted, a Budget Amendment Request (BAR) form is filed with the Finance Department. This form first directs the department to provide the coverage from within its department. The Finance Department reviews the BAR and if deemed appropriate a formal budget amendment is presented to the City Council along with a report on the status of the contingency balance. It takes a five-vote majority of City Council to amend the budget.

FINANCIAL STRUCTURE, POLICY AND PROCESS

BUDGET CALENDAR

July - September	Departments compile Capital Improvement Program requests, Capital Outlay requests, Vehicle requests, and Service Improvement requests for Finance Department review
October	Departments data enter Operating Budgets in BSA General Ledger (including memberships & dues, conferences & workshops, and temporary salaries) for Finance Department review
November	Department Budget Meetings with City Manager's Office and Finance Department
December	Capital Improvement Program (CIP) online database completed by Finance Department
January	<ul style="list-style-type: none"> - City Council Budget Goal Setting Session - CIP Committee Meeting - Library Provides 268 Fund, 269 Fund, and Historical Commission budgets to Finance
February	<ul style="list-style-type: none"> - Planning Commission Meeting - CIP Public Hearing and Adoption - Finance compiles City Manager Recommended Budget Document for City Manager review
March	<ul style="list-style-type: none"> - Finance provides City Manager Recommended Budget Document to Community Relations Department for editing and printing - City Manager Recommended Budget Document provided to City Council for review
April	<ul style="list-style-type: none"> - City Council Budget Sessions - City Manager Recommended Budget Document updated to reflect City Council input from Budget Sessions
May	<ul style="list-style-type: none"> - City Council Meeting - Budget Public Hearing - City Council Meeting - Adoption of budget, adoption of millage rates, and acknowledgement of multi-year budget
June	<ul style="list-style-type: none"> - Adopted Budget Document published/printed by Community Relations Department - Adopted Capital Improvement Program (CIP) online database finalized by Finance Department
FY 2019-20 begins July 1, 2019 and ends June 30, 2020	



FINANCIAL SUMMARIES

Long-Range Financial Plan – Multi-Year Budget 2019-2022

The City of Novi has long recognized the need for planning to provide quality services to its residents. This is evident in the work performed by the elected officials, City staff and various committees and boards. The City has conducted many studies and has developed plans, policies and procedures that have guided the City in making sound decisions regarding infrastructure and services.

The City has focused on long-term financial planning since the 1990's and as a result, continues its strong financial position. Since 2004 the City has prepared a three-year budget, going beyond the requirement for adoption of an annual budget. The City of Novi continues its strong financial position as a result of long-term financial planning; maintaining responsible fund balances in conformance with GFOA recommended practices and low debt obligations, as well as complying with the City's own fund balance policies.

Under Michigan law, the maximum debt Novi can issue is \$469,381,041. The City's current debt applicable to this limit is \$18,630,000 or 5.0% of the amount allowed. The City had twelve debt issues in 1999 and currently has one debt issue (excluding the debt reported in the enterprise funds and special assessment bonds). In addition to paying down debt through annual debt services payments, the City has taken advantage of both the decline in interest rates and its excellent credit rating (AAA) to obtain more favorable rates through refinancing – lowering interest expenditures and paying off debt sooner than anticipated.

The City's long-range financial plans, which are defined throughout this budget document, include focuses and investments on the following:

- Investing in public safety; including increasing the number of police officers and fire protection officers,
- Investing in roads, intersections & signals, and sidewalks & pathways,
- Improvements to existing parks and cultural services,
- Increasing community engagement (residential, commercial, and neighboring communities).
- Acquiring and developing land

These long range financial plans link to the entity's strategic goals, which have been mentioned in the Budget Overview section, and are illustrated in the matrix on the next page:

FINANCIAL SUMMARIES

Strategic Goals/Long-Range Financial Plans Matrix

	Strategic Goals	Long-Range Financial Plans
N	Nurture public services that residents want and value.	Fund, build, and operate a Public Recreational Facility. Place greater emphasis on “aging in place” for senior services (to include strategy development to assist residents to do so.) For Parks Master Plan—Every Novi resident should be able to walk to a City park and/or recreational trail within 10 minutes of their home (1/2 mile).
O	Operate a world-class and sustainable local government.	Create a financially sustainable plan for the Tree Fund—current funding mechanism is not sustainable long-term. Limit CIP Plan projects to what can realistically be funded over 6 years. Current plan includes many “year 6” projects that far exceed projected available funds.
V	Value and build a desirable and vibrant community for residents and businesses alike now and into the future.	Direct Planning Commission and staff to study area around 12 Oaks Mall for redevelopment options in light of recent news about Sears. Work with RCOC to develop 12 Mile Road Corridor.
I	Invest properly in being a Safe Community at all times for all people.	Utilizing all available traffic studies, have City staff establish and implement a comprehensive plan to address traffic in ALL of Novi and bring in additional concerned parties, such as business, to discuss potentially alleviating options. Create a policy to extend water and sewer service to unserved neighborhoods that recognizes the costs of these projects.



FINANCIAL SUMMARIES

The 2020-21 and 2021-22 budgets include the following items related to the goals and plans above:

- \$18.9 million investment in roads, pathways, sidewalks and intersections
- \$6.65 million investment in water and sewer infrastructure
- \$1.6 million investment in storm sewer and drainage
- \$544,000 investment in parks, recreation, and cultural services capital projects
- \$3.7 million investment in machinery, equipment, and technology

The annual budget is to be adopted by Council in May. The Council will also acknowledge the multi-year budget in the form of a resolution. The City prepares the multi-year projection based on the best data available at the time. The research includes obtaining data from the County and the State of Michigan. This future outlook allows the City to plan rather than react to anticipated financial conditions. Significant revenue and expenditure assumptions for the 2019/2020 fiscal year budget and the subsequent two years are included at the end of this section.

FINANCIAL SUMMARIES

Consolidated Financial Schedule

	Governmental Funds				
	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	PERMANENT FUNDS
	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20
ESTIMATED REVENUES					
Property tax revenue	\$ 24,065,202	\$ 11,896,735	\$ 1,320,734	\$ 3,686,322	\$ -
Capital Contributions	-	-	-	-	-
Contributions-Employer	-	-	-	-	-
Donations	1,000	138,500	-	-	-
Federal grants	65,000	111,207	-	-	-
Fines and forfeitures	525,000	386,000	-	-	-
Interest income	747,033	238,672	216	58,922	70,000
Licenses, permits, and charges for services	4,777,604	2,855,000	-	70,000	-
Older adult program revenue	-	155,350	-	-	-
Operating Revenue	-	-	-	-	-
Other revenue	792,870	703,400	-	-	-
Program Revenue	-	1,229,340	-	-	-
Special Assessments Levied	-	35,829	-	-	-
State sources	4,897,925	6,196,000	-	-	-
Tap In Fees	-	-	-	-	5,000
Transfers in	-	6,535,000	-	-	807,000
TOTAL ESTIMATED REVENUES	\$ 35,871,634	\$ 30,481,033	\$ 1,320,950	\$ 3,815,244	\$ 882,000
APPROPRIATIONS					
Personnel services	\$ 25,710,181	\$ 3,623,073	\$ -	\$ -	\$ -
Supplies	875,300	728,380	-	-	-
Other services and charges	6,662,818	10,595,559	500	1,500	-
Capital outlay	2,024,550	10,337,064	-	-	-
Debt Service	-	-	1,370,450	2,685,000	-
Transfer Out	350,000	7,042,000	-	-	-
TOTAL APPROPRIATIONS	\$ 35,622,849	\$ 32,326,076	\$ 1,370,950	\$ 2,686,500	\$ -

Estimated Beginning Unassigned Fund Balance - July 1, 2019

Estimated Ending Unassigned Fund Balance - June 30, 2020

Fund balance as a percentage of total annual expenditures

Estimated Change in Fund Balance

FINANCIAL SUMMARIES

Consolidated Financial Schedule (continued)

	ENTERPRISE FUNDS	FIDUCIARY FUNDS	TOTAL BUDGET
	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20
ESTIMATED REVENUES			
Property tax revenue	\$ -	\$ -	\$ 40,968,993
Capital Contributions	1,350,000	-	1,350,000
Contributions-Employer	-	277,238	277,238
Donations	-	-	139,500
Federal grants	-	-	176,207
Fines and forfeitures	-	-	911,000
Interest income	337,500	2,000,762	3,453,105
Licenses, permits, and charges for services	-	-	7,702,604
Older adult program revenue	-	-	155,350
Operating Revenue	26,238,550	-	26,238,550
Other revenue	950,770	-	2,447,040
Program Revenue	1,882,355	-	3,111,695
Special Assessments Levied	-	-	35,829
State sources	-	-	11,093,925
Tap In Fees	-	-	5,000
Transfers in	-	-	7,342,000
TOTAL ESTIMATED REVENUES	\$ 30,759,175	\$ 2,278,000	\$ 105,408,036
APPROPRIATIONS			
Personnel services	\$ 1,435,523	\$ 1,254,000	\$ 32,022,777
Supplies	88,275	-	1,691,955
Other services and charges	23,456,240	319,000	41,035,617
Capital outlay	3,033,013	-	15,394,627
Debt Service	1,578,124	-	5,633,574
Transfer Out	-	-	7,392,000
TOTAL APPROPRIATIONS	\$ 29,591,175	\$ 1,573,000	\$ 103,170,550
Estimated Beginning Unassigned Fund Balance - July 1, 2019			\$ 219,694,126
Estimated Ending Unassigned Fund Balance - June 30, 2020			\$ 221,931,612
Fund balance as a percentage of total annual expenditures			215%
Estimated Change in Fund Balance			1%

FINANCIAL SUMMARIES

General Fund

General Fund

The General Fund is used to account for all financial resources traditionally associated with City government, except those required to be accounted for in another fund. The General Fund includes police, fire, planning, engineering, building inspection, neighborhood services, public works, assessing, and internal services such as information technology and finance. The two primary sources of revenue for this fund are general property taxes and State Shared Revenue. In addition, the General Fund also receives revenue from licenses and permits, grants, fines and forfeitures and interest on investments.

GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
Property Tax Revenue - Current Levy	\$ 17,049,995	\$ 17,705,437	\$ 18,590,709	\$ 19,334,337	\$ 20,107,711
Property Tax Revenue- County Chargebacks	21,726	23,000	21,000	21,000	21,000
Property Tax Revenue - Tax Tribunal Accr	38,000	3,000	5,000	5,000	5,000
Property Tax Revenue -Brownfield Capture	(1,448)	(1,553)	(1,617)	(1,682)	(1,749)
Property Tax Revenue -Police & Fire Levy	4,843,338	5,032,611	5,283,610	5,494,675	5,714,198
Property Tax Revenue - Brownfield Cap 2015	(9,403)	(11,228)	(20,000)	(30,000)	(40,000)
Property Tax Revenue - PA 359 Advertising	-	49,955	50,000	50,000	50,000
Property Tax Revenue - C/Y Delequent PPT	(52,964)	(30,841)	(35,000)	(36,000)	(37,000)
Trailer Tax fees	9,977	11,514	11,500	11,750	12,000
Penalty and interest	156,741	162,700	160,000	165,000	170,000
PROPERTY TAX REVENUE	<u>\$ 22,055,962</u>	<u>\$ 22,944,595</u>	<u>\$ 24,065,202</u>	<u>\$ 25,014,080</u>	<u>\$ 26,001,160</u>
DONATIONS					
Police Dept Donations	\$ 130	\$ 250	\$ 500	\$ 500	\$ 500
Restricted Fire donations	-	2,100	500	500	500
Contributions	-	750	-	-	-
DONATIONS	<u>\$ 130</u>	<u>\$ 3,100</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>

FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
LICENSES, PERMITS & CHARGES FOR SVCS					
Clerks Dept Fees (prior business regist)	\$ 24,980	\$ 27,000	\$ 28,000	\$ 29,000	\$ 29,000
Liquor license fees	59,315	65,000	65,000	65,000	65,000
Engineering review fees	212,918	250,000	250,000	250,000	230,000
Plan and landscape review fees	98,700	130,000	130,000	130,000	130,000
Wet, Wood, Landscape insp/review fees	95,553	136,400	420,000	373,000	200,000
Building permits	704,715	900,000	900,000	880,000	850,000
Plan review fees	327,293	450,000	400,000	375,000	375,000
Refrigeration permits	68,802	65,000	70,000	65,000	65,000
Electrical permits	228,591	210,000	230,000	220,000	220,000
Heating permits	192,542	190,000	200,000	200,000	200,000
Plumbing permits	168,274	125,000	130,000	125,000	125,000
Other charges	350,676	389,000	420,000	400,000	325,000
Court abatement revenue	2,558	500	-	-	-
Soil erosion fees	16,444	25,000	26,000	27,000	27,000
Cable television fee	915,141	975,000	935,000	950,000	975,000
Weed cutting revenue	4,985	6,000	6,000	6,000	6,000
Board of appeals	17,045	21,000	21,000	21,000	21,000
Police department-miscellaneous revenue	130,468	139,000	139,000	139,000	139,000
Police dispatch service revenue	122,090	125,753	134,604	141,333	148,401
Police contracted services	99,373	100,000	100,000	100,000	100,000
Police OWI revenue	726	800	1,000	1,000	1,000
Police Department - Hosted Training	60	10,000	20,000	20,000	20,000
Administrative reimburse	65,900	135,000	140,000	140,000	140,000
Fire Station CEMS revenue	9,000	12,000	12,000	12,000	12,000
LICENSES, PERMITS & CHARGES FOR SVCS	\$ 3,916,149	\$ 4,487,453	\$ 4,777,604	\$ 4,669,333	\$ 4,403,401
FEDERAL GRANTS					
Federal Grants	\$ 5,325	\$ 6,000	\$ 5,000	\$ 5,000	\$ 5,000
TIA Grant	13,195	300	10,000	10,000	10,000
Federal forfeitures-reimbursement only	27,164	27,000	30,000	30,000	30,000
SS Task Force Reimbursement	22,436	20,000	20,000	20,000	20,000
FEDERAL GRANTS	\$ 68,120	\$ 53,300	\$ 65,000	\$ 65,000	\$ 65,000
FINES AND FORFEITURES					
Court fees and fines	\$ 490,091	\$ 510,000	\$ 500,000	\$ 500,000	\$ 500,000
Motor carrier fines and fees	20,000	25,000	25,000	25,000	25,000
FINES AND FORFEITURES	\$ 510,091	\$ 535,000	\$ 525,000	\$ 525,000	\$ 525,000

FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
INTEREST INCOME					
Interest on Investments	\$ 354,060	\$ 405,374	\$ 350,000	\$ 350,000	\$ 350,000
Unrealized gain (loss) on investments	(189,722)	150,000	150,000	(25,000)	25,000
Interest on Trust & Agency Funds	200,217	244,826	247,033	256,158	251,698
INTEREST INCOME	\$ 364,555	\$ 800,200	\$ 747,033	\$ 581,158	\$ 626,698
OTHER REVENUE					
Insurance Reimbursement	\$ 46,185	\$ 30,000	\$ 35,000	\$ 35,000	\$ 35,000
Fire Department	12,979	10,000	10,000	10,000	10,000
Fire Department Hosted Training	4,775	-	-	-	-
Novi Youth Council	3,789	9,500	9,500	9,500	9,500
Miscellaneous income	143,221	199,000	245,000	245,000	175,000
Internal Events - Eco Develop	284	-	-	-	-
Filming permit revenue	-	200	-	-	-
Library Network Charges	21,877	35,000	22,000	22,000	22,000
State of the City revenue	225	4,000	4,000	4,000	4,000
Novi Township assessment	16,370	17,100	16,100	16,100	16,100
RRRASOC Hosting Fees	31,938	16,000	16,000	16,000	16,000
Cell tower revenue	62,593	40,000	40,000	40,000	40,000
Sale of fixed assets	27,295	30,000	30,000	-	-
Municipal service charges	365,270	365,270	365,270	365,270	365,270
OTHER REVENUE	\$ 736,801	\$ 756,070	\$ 792,870	\$ 762,870	\$ 692,870
STATE SOURCES					
Police training grant	\$ 34,067	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
State revenue sharing	4,752,364	4,874,915	4,872,925	4,970,383	5,069,791
STATE SOURCES	\$ 4,786,431	\$ 4,899,915	\$ 4,897,925	\$ 4,995,383	\$ 5,094,791
TOTAL ESTIMATED REVENUES	\$ 32,438,239	\$ 34,479,633	\$ 35,871,634	\$ 36,613,824	\$ 37,409,920

FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
APPROPRIATIONS					
Dept 101.00-CITY COUNCIL					
PERSONNEL SERVICES	\$ 36,106	\$ 36,113	\$ 36,130	\$ 36,132	\$ 36,134
SUPPLIES	198	290	200	200	200
OTHER SERVICES AND CHARGES	22,960	10,210	11,900	11,925	11,950
TOTAL Dept 101.00-CITY COUNCIL	\$ 59,264	\$ 46,613	\$ 48,230	\$ 48,257	\$ 48,284
Dept 172.00-CITY MANAGER					
PERSONNEL SERVICES	\$ 518,911	\$ 532,642	\$ 546,239	\$ 561,486	\$ 574,652
SUPPLIES	1,518	1,500	1,500	1,500	1,500
OTHER SERVICES AND CHARGES	112,929	132,000	119,170	119,195	119,220
CAPITAL OUTLAY	-	6,700	-	-	-
TOTAL Dept 172.00-CITY MANAGER	\$ 633,358	\$ 672,842	\$ 666,909	\$ 682,181	\$ 695,372
<i>Financial Services</i>					
Dept 201.00-FINANCE DEPARTMENT					
PERSONNEL SERVICES	\$ 873,029	\$ 949,692	\$ 926,304	\$ 952,423	\$ 1,006,921
SUPPLIES	5,937	11,200	9,000	9,200	9,400
OTHER SERVICES AND CHARGES	82,045	73,660	76,350	113,305	79,000
TOTAL Dept 201.00-FINANCE DEPARTMENT	\$ 961,011	\$ 1,034,552	\$ 1,011,654	\$ 1,074,928	\$ 1,095,321
Dept 253.00-TREASURY					
PERSONNEL SERVICES	\$ 283,366	\$ 273,067	\$ 275,279	\$ 281,619	\$ 288,725
SUPPLIES	30,553	32,375	28,500	29,500	30,500
OTHER SERVICES AND CHARGES	31,599	40,200	41,350	41,350	41,350
CAPITAL OUTLAY	1,447	-	-	-	-
TOTAL Dept 253.00-TREASURY	\$ 346,965	\$ 345,642	\$ 345,129	\$ 352,469	\$ 360,575
<i>Financial Services Total</i>	\$ 1,307,976	\$ 1,380,194	\$ 1,356,783	\$ 1,427,397	\$ 1,455,896

FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
<i>Integrated Solutions</i>					
Dept 205.00-INFORMATION TECHNOLOGY					
PERSONNEL SERVICES	\$ 747,635	\$ 758,397	\$ 801,088	\$ 827,165	\$ 851,395
SUPPLIES	31,545	53,650	74,110	73,710	73,710
OTHER SERVICES AND CHARGES	207,215	290,970	370,280	371,940	355,780
CAPITAL OUTLAY	9,154	48,628	59,350	63,000	-
TOTAL Dept 205.00-INFORMATION TECHNOLOGY	\$ 995,549	\$ 1,151,645	\$ 1,304,828	\$ 1,335,815	\$ 1,280,885
Dept 265.00-FACILITY MANAGEMENT					
PERSONNEL SERVICES	\$ 345,255	\$ 325,453	\$ 322,085	\$ 331,565	\$ 340,043
SUPPLIES	60,849	18,500	18,500	18,500	18,500
OTHER SERVICES AND CHARGES	640,511	634,282	618,030	603,090	570,030
CAPITAL OUTLAY	4,999	29,654	231,830	568,670	1,377,860
TOTAL Dept 265.00-FACILITY MANAGEMENT	\$ 1,051,614	\$ 1,007,889	\$ 1,190,445	\$ 1,521,825	\$ 2,306,433
Dept 265.10-FACILITY MANAGEMENT - PARKS MAINT					
PERSONNEL SERVICES	\$ 365,206	\$ 523,598	\$ 514,729	\$ 520,379	\$ 536,633
SUPPLIES	23,308	23,500	23,500	23,500	23,500
OTHER SERVICES AND CHARGES	295,223	344,237	320,340	321,340	321,340
CAPITAL OUTLAY	91,415	637,013	43,700	202,390	87,000
TOTAL Dept 265.10-FAC MGMT - PARKS MAINT	\$ 775,152	\$ 1,528,348	\$ 902,269	\$ 1,067,609	\$ 968,473
<i>Integrated Solutions Total</i>	\$ 2,822,315	\$ 3,687,882	\$ 3,397,542	\$ 3,925,249	\$ 4,555,791
Dept 209.00-ASSESSING DEPARTMENT					
PERSONNEL SERVICES	\$ 629,240	\$ 609,365	\$ 627,434	\$ 644,468	\$ 663,443
SUPPLIES	16,434	17,000	18,000	18,000	18,000
OTHER SERVICES AND CHARGES	150,892	200,250	218,910	211,810	215,910
CAPITAL OUTLAY	-	-	-	-	24,000
TOTAL Dept 209.00-ASSESSING DEPARTMENT	\$ 796,566	\$ 826,615	\$ 864,344	\$ 874,278	\$ 921,353
Dept 210.00-CITY ATTORNEY, INSURANCE, & CLAIMS					
OTHER SERVICES AND CHARGES	\$ 680,799	\$ 702,428	\$ 772,898	\$ 804,801	\$ 814,801
CAPITAL OUTLAY	428	20,000	50,000	50,000	50,000
TOTAL Dept 210.00-CITY ATTRNY, INSUR, & CLAIMS	\$ 681,227	\$ 722,428	\$ 822,898	\$ 854,801	\$ 864,801
Dept 215.00-CITY CLERK					
PERSONNEL SERVICES	\$ 580,483	\$ 614,986	\$ 623,535	\$ 639,215	\$ 657,680
SUPPLIES	37,527	48,000	39,000	39,000	39,000
OTHER SERVICES AND CHARGES	86,091	228,650	179,580	194,580	177,580
CAPITAL OUTLAY	3,647	-	41,700	-	-
TOTAL Dept 215.00-CITY CLERK	\$ 707,748	\$ 891,636	\$ 883,815	\$ 872,795	\$ 874,260

FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
Dept 270.00-HUMAN RESOURCES					
PERSONNEL SERVICES	\$ 369,765	\$ 381,013	\$ 383,576	\$ 395,213	\$ 406,334
SUPPLIES	670	1,000	1,000	1,000	1,000
OTHER SERVICES AND CHARGES	117,054	124,700	115,930	191,955	115,980
CAPITAL OUTLAY	-	14,923	-	-	-
TOTAL Dept 270.00-HUMAN RESOURCES	\$ 487,489	\$ 521,636	\$ 500,506	\$ 588,168	\$ 523,314
Dept 295.00-COMMUNITY RELATIONS					
PERSONNEL SERVICES	\$ 330,323	\$ 314,877	\$ 322,662	\$ 333,520	\$ 342,939
SUPPLIES	11,542	10,800	10,900	10,900	10,900
OTHER SERVICES AND CHARGES	414,601	391,985	385,470	398,470	398,470
TOTAL Dept 295.00-COMMUNITY RELATIONS	\$ 756,466	\$ 717,662	\$ 719,032	\$ 742,890	\$ 752,309
Dept 296.00 ECONOMIC DEVELOPMENT					
PERSONNEL SERVICES	\$ 139,846	\$ 110,998	\$ 153,174	\$ 156,795	\$ 159,698
SUPPLIES	340	800	-	-	-
OTHER SERVICES AND CHARGES	20,522	100,700	28,490	28,515	28,540
CAPITAL OUTLAY	7,500	-	-	-	-
TOTAL Dept 296.00 ECONOMIC DEVELOPMENT	\$ 168,208	\$ 212,498	\$ 181,664	\$ 185,310	\$ 188,238
<i>Public Safety</i>					
Dept 301.00-POLICE DEPARTMENT					
PERSONNEL SERVICES	\$ 11,559,960	\$ 11,654,120	\$ 11,896,655	\$ 12,241,443	\$ 12,609,205
SUPPLIES	290,839	318,010	263,890	263,890	263,890
OTHER SERVICES AND CHARGES	1,033,523	1,105,695	1,108,760	1,110,260	1,111,260
CAPITAL OUTLAY	377,787	60,500	-	177,850	-
TOTAL Dept 301.00-POLICE DEPARTMENT	\$ 13,262,109	\$ 13,138,325	\$ 13,269,305	\$ 13,793,443	\$ 13,984,355
Dept 337.00-FIRE DEPARTMENT					
PERSONNEL SERVICES	\$ 4,861,691	\$ 4,941,846	\$ 4,933,485	\$ 5,129,336	\$ 5,276,761
SUPPLIES	164,934	244,865	193,500	174,000	174,000
OTHER SERVICES AND CHARGES	653,546	700,925	608,330	609,330	610,330
CAPITAL OUTLAY	111,420	697,900	574,970	61,500	-
TOTAL Dept 337.00-FIRE DEPARTMENT	\$ 5,791,591	\$ 6,585,536	\$ 6,310,285	\$ 5,974,166	\$ 6,061,091
Public Safety Total	\$ 19,053,700	\$ 19,723,861	\$ 19,579,590	\$ 19,767,609	\$ 20,045,446
<i>Community Development</i>					
Dept 371.00-COMMUNITY DEVELOPMENT-BUILDING					
PERSONNEL SERVICES	\$ 1,638,216	\$ 1,630,715	\$ 1,707,718	\$ 1,751,549	\$ 1,797,388
SUPPLIES	15,648	32,700	33,200	33,200	33,200
OTHER SERVICES AND CHARGES	359,983	362,461	337,250	337,350	404,450
CAPITAL OUTLAY	27,097	-	24,000	16,850	24,000
TOTAL Dept 371.00-COMM DEVELOP-BUILDING	\$ 2,040,944	\$ 2,025,876	\$ 2,102,168	\$ 2,138,949	\$ 2,259,038
Dept 807.00-COMMUNITY DEVELOPMENT-PLANNING					
PERSONNEL SERVICES	\$ 457,130	\$ 469,421	\$ 484,123	\$ 520,316	\$ 508,895
SUPPLIES	854	5,700	5,600	5,600	5,600
OTHER SERVICES AND CHARGES	108,643	189,205	103,110	103,110	53,110
CAPITAL OUTLAY	18,990	-	-	-	-
TOTAL Dept 807.00-COMM DEVELOP-PLANNING	\$ 585,617	\$ 664,326	\$ 592,833	\$ 629,026	\$ 567,605
Community Development Total	\$ 2,626,561	\$ 2,690,202	\$ 2,695,001	\$ 2,767,975	\$ 2,826,643

FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
<i>Department of Public Works</i>					
Dept 442.00-DPW ADMINISTRATION DIVISION					
PERSONNEL SERVICES	\$ 198,765	\$ 285,968	\$ 284,644	\$ 291,965	\$ 300,666
SUPPLIES	10,382	37,336	10,900	10,900	10,900
OTHER SERVICES AND CHARGES	155,809	124,515	120,540	120,590	139,140
CAPITAL OUTLAY	6,700	-	-	-	-
TOTAL Dept 442.00-DPW ADMINISTRATION	\$ 371,656	\$ 447,819	\$ 416,084	\$ 423,455	\$ 450,706
Dept 442.10-DPW ENGINEERING DIVISION					
PERSONNEL SERVICES	\$ 182,206	\$ 152,415	\$ 184,904	\$ 200,239	\$ 213,967
SUPPLIES	2,720	2,000	2,000	2,000	2,000
OTHER SERVICES AND CHARGES	313,174	198,406	174,100	170,150	170,200
CAPITAL OUTLAY	30,568	225,117	25,000	152,978	-
TOTAL Dept 442.10-DPW ENGINEERING DIVISION	\$ 528,668	\$ 577,938	\$ 386,004	\$ 525,367	\$ 386,167
Dept 442.20-DPW FIELD OPERATIONS DIVISION					
PERSONNEL SERVICES	\$ 220,926	\$ 140,107	\$ 251,379	\$ 325,160	\$ 380,635
SUPPLIES	85,007	98,562	108,500	109,500	109,500
OTHER SERVICES AND CHARGES	683,763	643,998	589,610	564,560	564,660
CAPITAL OUTLAY	573,763	1,024,901	974,000	77,000	234,000
TOTAL Dept 442.20-DPW FIELD OPERATIONS	\$ 1,563,459	\$ 1,907,568	\$ 1,923,489	\$ 1,076,220	\$ 1,288,795
Dept 442.30-DPW FLEET ASSET DIVISION					
PERSONNEL SERVICES	\$ 350,658	\$ 362,703	\$ 387,826	\$ 399,570	\$ 410,836
SUPPLIES	43,264	44,500	27,000	27,000	27,000
OTHER SERVICES AND CHARGES	335,555	335,200	354,420	345,640	348,140
CAPITAL OUTLAY	256,850	106,043	-	60,200	91,000
TOTAL Dept 442.30-DPW FLEET ASSET DIVISION	\$ 986,327	\$ 848,446	\$ 769,246	\$ 832,410	\$ 876,976
<i>Department of Public Works Total</i>	\$ 3,450,110	\$ 3,781,771	\$ 3,494,823	\$ 2,857,452	\$ 3,002,644

FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
Dept 665.00-NOVI YOUTH ASSISTANCE					
PERSONNEL SERVICES	\$ 47,363	\$ 47,159	\$ 47,212	\$ 47,792	\$ 48,377
SUPPLIES	4,670	6,500	6,500	6,500	6,500
OTHER SERVICES AND CHARGES	294	100	-	-	-
TOTAL Dept 665.00-NOVI YOUTH ASSISTANCE	\$ 52,327	\$ 53,759	\$ 53,712	\$ 54,292	\$ 54,877
Dept 803.00-HISTORICAL COMMISSION					
OTHER SERVICES AND CHARGES	\$ 5,199	\$ 14,000	\$ 8,000	\$ 8,000	\$ 8,000
TOTAL Dept 803.00-HISTORICAL COMMISSION	\$ 5,199	\$ 14,000	\$ 8,000	\$ 8,000	\$ 8,000
Dept 940.00-TRANSFER TO OTHER FUNDS					
TRANSFERS OUT	\$ (83,500)	\$ 256,800	\$ 350,000	\$ 275,000	\$ 274,075
TOTAL Dept 940.00-TRANSFER TO OTHER FUNDS	\$ (83,500)	\$ 256,800	\$ 350,000	\$ 275,000	\$ 274,075
TOTAL APPROPRIATIONS	\$33,525,014	\$ 36,200,399	\$ 35,622,849	\$35,931,654	\$ 37,091,303
NET OF REVENUES/APPROPRIATIONS	\$ (1,086,775)	\$ (1,720,766)	\$ 248,785	\$ 682,170	\$ 318,617
BEGINNING FUND BALANCE	12,905,841	11,819,066	10,098,300	10,347,085	11,029,255
ENDING FUND BALANCE	\$11,819,066	\$ 10,098,300	\$ 10,347,085	\$11,029,255	\$ 11,347,872

Fund balance as a percentage of total annual expenditures	35%	28%	29%	31%	31%
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Ending Fund Balance (22% min)	\$ 7,375,503	\$ 7,964,088	\$ 7,837,027	\$ 7,904,964	\$ 8,160,087
Funds above / (below) 22% min	\$ 4,443,563	\$ 2,134,212	\$ 2,510,058	\$ 3,124,291	\$ 3,187,785

Ending Fund Balance (25% max)	\$ 8,381,254	\$ 9,050,100	\$ 8,905,712	\$ 8,982,914	\$ 9,272,826
Funds above / (below) 25% max	\$ 3,437,813	\$ 1,048,200	\$ 1,441,373	\$ 2,046,342	\$ 2,075,046

Estimated Change in Fund Balance	-8%	-15%	2%	7%	3%
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* **Total Appropriations** include service improvements, capital outlay, vehicles, and capital improvements. The level of such expenditures is dictated by available funds from accumulated fund balance and anticipated revenue above annual expenditures in conjunction with the targeted fund balance.

FINANCIAL SUMMARIES

Special Revenue Funds

Major Street Fund

The Major Street Fund's purpose is to account for expenditures associated with the construction and maintenance needs of the Major Street portion (as defined by State Act 51) of the City's street network. Financing is primarily provided by the City's share of State gas and weight taxes.

MAJOR STREET FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Interest income	\$ 26,065	\$ 31,660	\$ 3,582	\$ 4,918	\$ 5,759
Other revenue	70,000	-	-	-	-
State sources	4,147,839	4,698,000	4,555,000	4,914,000	5,307,000
Transfers in	-	-	-	538,000	1,390,000
TOTAL ESTIMATED REVENUES	\$ 4,243,904	\$ 4,729,660	\$ 4,558,582	\$ 5,456,918	\$ 6,702,759
APPROPRIATIONS					
Other services and charges	\$ 1,489,282	\$ 1,702,565	\$ 1,632,350	\$ 1,582,350	\$ 1,582,350
Capital outlay	(319,230)	3,915,049	2,681,232	3,944,568	5,032,409
Transfers out	1,900,000	300,000	200,000	-	-
TOTAL APPROPRIATIONS	\$ 3,070,052	\$ 5,917,614	\$ 4,513,582	\$ 5,526,918	\$ 6,614,759
NET OF REVENUES/APPROPRIATIONS - FUND 202	\$ 1,173,852	\$ (1,187,954)	\$ 45,000	\$ (70,000)	\$ 88,000
BEGINNING FUND BALANCE	626,757	1,800,609	612,655	657,655	587,655
ENDING FUND BALANCE	\$ 1,800,609	\$ 612,655	\$ 657,655	\$ 587,655	\$ 675,655

Fund balance as a percentage of total annual expenditures

59% 10% 15% 11% 10%

Ending Fund Balance (10% minimum)	\$ 307,005	\$ 591,761	\$ 451,358	\$ 552,692	\$ 661,476
Funds above / (below) 10% minimum	\$ 1,493,604	\$ 20,894	\$ 206,297	\$ 34,963	\$ 14,179
Ending Fund Balance (20% maximum)	\$ 614,010	\$ 1,183,523	\$ 902,716	\$ 1,105,384	\$ 1,322,952
Funds above / (below) 20% maximum	\$ 1,186,599	\$ (570,868)	\$ (245,061)	\$ (517,729)	\$ (647,297)

Estimated Change in Fund Balance

187% -66% 7% -11% 15%

FINANCIAL SUMMARIES

Local Street Fund

The Local Street Fund's purpose is to account for expenditures associated with the construction and maintenance needs of the City's Local Streets. Financing is provided by the City's share of State gas and weight taxes and transfers from other funds.

LOCAL STREET FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Interest income	\$ 9,669	\$ 10,654	\$ 2,868	\$ 3,901	\$ 3,900
Other revenue	24,535	205,656	-	-	-
State sources	1,461,362	1,655,403	1,603,000	1,732,000	1,870,000
Transfers in	1,900,000	4,886,000	6,235,000	3,781,000	3,057,000
TOTAL ESTIMATED REVENUES	\$ 3,395,566	\$ 6,757,713	\$ 7,840,868	\$ 5,516,901	\$ 4,930,900
APPROPRIATIONS					
Other services and charges	\$ 1,290,399	\$ 2,008,473	\$ 1,774,900	\$ 1,824,900	\$ 1,824,900
Capital outlay	2,205,447	4,577,128	5,745,968	4,147,001	3,200,000
TOTAL APPROPRIATIONS	\$ 3,495,846	\$ 6,585,601	\$ 7,520,868	\$ 5,971,901	\$ 5,024,900
NET OF REVENUES/APPROPRIATIONS - FUND 203	\$ (100,280)	\$ 172,112	\$ 320,000	\$ (455,000)	\$ (94,000)
BEGINNING FUND BALANCE	642,464	542,184	714,296	1,034,296	579,296
ENDING FUND BALANCE	\$ 542,184	\$ 714,296	\$ 1,034,296	\$ 579,296	\$ 485,296

Fund balance as a percentage of total annual expenditures

16% 11% 14% 10% 10%

Ending Fund Balance (10% minimum)	\$ 349,585	\$ 658,560	\$ 752,087	\$ 597,190	\$ 502,490
Funds above / (below) 10% minimum	\$ 192,599	\$ 55,736	\$ 282,209	\$ (17,894)	\$ (17,194)
Ending Fund Balance (20% maximum)	\$ 699,169	\$ 1,317,120	\$ 1,504,174	\$ 1,194,380	\$ 1,004,980
Funds above / (below) 20% maximum	\$ (156,985)	\$ (602,824)	\$ (469,878)	\$ (615,084)	\$ (519,684)

Estimated Change in Fund Balance

-16% 32% 45% -44% -16%

FINANCIAL SUMMARIES

Municipal Street Fund

The Municipal Street Fund is used to enhance the Major and Local Street Funds, and to provide matching funds for County roads. This fund accounts for a City Charter authorized property tax millage to supplement the Major and Local Street Funds that have limited resources due to the reliance on the State gas and weight tax.

MUNICIPAL STREET FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Property tax revenue	\$ 5,097,215	\$ 5,283,136	\$ 5,502,800	\$ 5,722,433	\$ 5,981,889
Interest income	51,138	61,302	58,160	52,485	48,544
Licenses, permits & charges for services	7,200	25,000	10,000	10,000	10,000
Other revenue	409,748	392,557	307,000	694,259	318,000
Special assessments levied	13,769	13,031	-	-	-
TOTAL ESTIMATED REVENUES	\$ 5,579,070	\$ 5,775,026	\$ 5,877,960	\$ 6,479,177	\$ 6,358,433
APPROPRIATIONS					
Other services and charges	\$ 544,799	\$ 637,567	\$ 802,979	\$ 621,625	\$ 648,125
Capital outlay	913,113	1,828,266	623,981	1,526,552	1,300,308
Transfers out	3,530,000	4,586,000	6,035,000	4,319,000	4,447,000
TOTAL APPROPRIATIONS	\$ 4,987,912	\$ 7,051,833	\$ 7,461,960	\$ 6,467,177	\$ 6,395,433
NET OF REVENUES/APPROPRIATIONS - FUND 204	\$ 591,158	\$ (1,276,807)	\$ (1,584,000)	\$ 12,000	\$ (37,000)
BEGINNING FUND BALANCE	3,040,438	3,631,596	2,354,789	770,789	782,789
ENDING FUND BALANCE	\$ 3,631,596	\$ 2,354,789	\$ 770,789	\$ 782,789	\$ 745,789

Fund balance as a percentage of total annual expenditures	73%	33%	10%	12%	12%
Ending Fund Balance (10% minimum)	\$ 498,791	\$ 705,183	\$ 746,196	\$ 646,718	\$ 639,543
Funds above / (below) 10% minimum	\$ 3,132,805	\$ 1,649,606	\$ 24,593	\$ 136,071	\$ 106,246
Ending Fund Balance (20% maximum)	\$ 997,582	\$ 1,410,367	\$ 1,492,392	\$ 1,293,435	\$ 1,279,087
Funds above / (below) 20% maximum	\$ 2,634,014	\$ 944,422	\$ (721,603)	\$ (510,646)	\$ (533,298)
Estimated Change in Fund Balance	19%	-35%	-67%	2%	-5%

FINANCIAL SUMMARIES

Parks, Recreation, and Cultural Services Fund

The departments within this fund administer all parks, recreation and cultural services operations, including strategic direction, policy development, resource identification, and serves as the liaison to the Parks, Recreation and Cultural Services Commission and the Novi Parks Foundation.

PARKS, RECREATION & CULTURAL SERVICES FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Property tax revenue	\$ 1,309,849	\$ 1,357,654	\$ 1,411,336	\$ 1,470,729	\$ 1,529,390
Donations	71,826	59,200	123,500	37,500	68,500
Interest income	16,487	20,805	30,000	16,772	16,656
Older adult program revenue	185,123	157,750	155,350	155,350	155,350
Other revenue	12,551	12,400	5,000	5,000	5,000
Program revenue	1,351,593	1,225,080	1,229,340	1,268,640	1,268,640
Transfers in	(102,500)	256,800	300,000	225,000	224,075
TOTAL ESTIMATED REVENUES	\$ 2,844,929	\$ 3,089,689	\$ 3,254,526	\$ 3,178,991	\$ 3,267,611
APPROPRIATIONS					
Personnel services	\$ 1,297,037	\$ 1,241,830	\$ 1,255,889	\$ 1,318,991	\$ 1,360,530
Supplies	48,197	98,991	69,680	64,680	64,680
Other services and charges	1,374,184	1,586,800	1,444,930	1,443,530	1,449,330
Capital outlay	344,306	462,100	717,640	302,122	341,015
TOTAL APPROPRIATIONS	\$ 3,063,724	\$ 3,389,721	\$ 3,488,139	\$ 3,129,323	\$ 3,215,555
NET OF REVENUES/APPROPRIATIONS - FUND 208	\$ (218,795)	\$ (300,032)	\$ (233,613)	\$ 49,668	\$ 52,056
BEGINNING FUND BALANCE	1,275,160	1,056,365	756,333	522,720	572,388
ENDING FUND BALANCE	\$ 1,056,365	\$ 756,333	\$ 522,720	\$ 572,388	\$ 624,444

Fund balance as a percentage of total annual expenditures	34%	22%	15%	18%	19%
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Ending Fund Balance (12% minimum)	\$ 367,647	\$ 406,767	\$ 418,577	\$ 375,519	\$ 385,867
Funds above / (below) 12% minimum	\$ 688,718	\$ 349,566	\$ 104,143	\$ 196,869	\$ 238,577
Ending Fund Balance (22% maximum)	\$ 674,019	\$ 745,739	\$ 767,391	\$ 688,451	\$ 707,422
Funds above / (below) 22% maximum	\$ 382,346	\$ 10,594	\$ (244,671)	\$ (116,063)	\$ (82,978)

Estimated Change in Fund Balance	-17%	-28%	-31%	10%	9%
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FINANCIAL SUMMARIES

Tree Fund

This fund was established to cover most of the cost of City tree replacement and future maintenance costs. Proceeds vary from year to year and come from fines, fees paid by developers and street tree maintenance charges pursuant to the City Charter and Code of Ordinances.

TREE FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
State grants	\$ 402,500	\$ 367,500	\$ -	\$ -	\$ -
Interest income	46,382	65,953	58,971	59,784	59,829
Other revenue	402,800	581,400	300,000	300,000	300,000
TOTAL ESTIMATED REVENUES	\$ 851,682	\$ 1,014,853	\$ 358,971	\$ 359,784	\$ 359,829
APPROPRIATIONS					
Personnel services	\$ 83,548	\$ 99,398	\$ 103,271	\$ 104,864	\$ 106,909
Supplies	791	1,000	1,000	1,000	1,000
Other services and charges	353,559	455,955	564,700	486,920	486,920
Capital outlay	567,411	541,434	-	-	-
TOTAL APPROPRIATIONS	\$ 1,005,309	\$ 1,097,787	\$ 668,971	\$ 592,784	\$ 594,829
NET OF REVENUES/APPROPRIATIONS - FUND 209	\$ (153,627)	\$ (82,934)	\$ (310,000)	\$ (233,000)	\$ (235,000)
BEGINNING FUND BALANCE	3,842,447	3,688,820	3,605,886	3,295,886	3,062,886
ENDING FUND BALANCE	\$ 3,688,820	\$ 3,605,886	\$ 3,295,886	\$ 3,062,886	\$ 2,827,886
Fund balance as a percentage of total annual expenditures	367%	328%	493%	517%	475%
Ending Fund Balance (\$500,000 minimum)	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Funds above / (below) \$500,000 minimum	\$ 3,188,820	\$ 3,105,886	\$ 2,795,886	\$ 2,562,886	\$ 2,327,886
Estimated Change in Fund Balance	-4%	-2%	-9%	-7%	-8%

FINANCIAL SUMMARIES

Drain Fund

This fund includes a special property tax millage that was approved for the purpose of improving and maintaining the City's regional and arterial detention system.

DRAIN FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Property tax revenue	\$ 915,562	\$ 1,516,637	\$ 2,152,659	\$ 2,237,845	\$ 2,326,484
Interest income	19,931	21,223	4,872	5,778	3,365
Other revenue	58,865	90,000	10,000	10,000	10,000
Transfers in	-	3,647,000	-	-	-
TOTAL ESTIMATED REVENUES	\$ 994,358	\$ 5,274,860	\$ 2,167,531	\$ 2,253,623	\$ 2,339,849
APPROPRIATIONS					
Personnel services	\$ -	\$ 24,267	\$ 23,360	\$ 23,360	\$ -
Other services and charges	745,841	971,645	1,181,828	937,328	864,828
Capital outlay	2,327,401	3,705,228	155,343	810,935	936,021
Debt service	-	-	-	-	62,000
Transfers out	-	700,700	807,000	482,000	477,000
TOTAL APPROPRIATIONS	\$ 3,073,242	\$ 5,401,840	\$ 2,167,531	\$ 2,253,623	\$ 2,339,849
NET OF REVENUES/APPROPRIATIONS - FUND 210	\$ (2,078,884)	\$ (126,980)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	2,205,864	126,980	-	-	-
ENDING FUND BALANCE	\$ 126,980	\$ -	\$ -	\$ -	\$ -

Fund balance as a percentage of total annual expenditures

4% 0% 0% 0% 0%

Estimated Change in Fund Balance

-94% -100% 0% 0% 0%

FINANCIAL SUMMARIES

Rubbish Collection Fund

The Rubbish Collection Fund records the activity related to the City of Novi trash/recycle program which began in July 2016. The City bills for half of the annual service on the July tax bill and the balance of the service is placed on the December tax bill.

RUBBISH COLLECTION FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Interest income	\$ 1,343	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Licenses, permits & charges for services	2,178,103	2,425,000	2,475,000	2,550,000	2,625,000
Other revenue	-	3,770	-	-	-
Transfers in	19,000	-	-	-	-
TOTAL ESTIMATED REVENUES	\$ 2,198,446	\$ 2,429,770	\$ 2,476,000	\$ 2,551,000	\$ 2,626,000
APPROPRIATIONS					
Supplies	\$ 3,773	\$ 4,770	\$ -	\$ -	\$ -
Other services and charges	2,194,673	2,425,000	2,476,000	2,551,000	2,626,000
TOTAL APPROPRIATIONS	\$ 2,198,446	\$ 2,429,770	\$ 2,476,000	\$ 2,551,000	\$ 2,626,000
NET OF REVENUES/APPROPRIATIONS - FUND 210	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	-	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

Fund balance as a percentage of total annual expenditures

0% 0% 0% 0% 0%

Estimated Change in Fund Balance

0% 0% 0% 0% 0%

FINANCIAL SUMMARIES

PEG Cable Fund

This fund was established to track the revenues and expenditures related to providing cable services to the City, including cable franchise revenue and cable production fees.

PEG CABLE FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
ESTIMATED REVENUES					
Interest income	\$ 5,398	\$ 9,938	\$ 5,061	\$ 5,695	\$ 5,438
Licenses, permits & charges for services	373,692	322,000	370,000	370,000	370,000
TOTAL ESTIMATED REVENUES	\$ 379,090	\$ 331,938	\$ 375,061	\$ 375,695	\$ 375,438
APPROPRIATIONS					
Personnel services	\$ 191,602	\$ 224,666	\$ 222,021	\$ 226,655	\$ 231,398
Supplies	3,727	6,282	5,000	5,000	5,000
Other services and charges	17,324	53,113	51,040	49,040	50,040
Capital outlay	20,903	87,076	40,000	60,000	-
TOTAL APPROPRIATIONS	\$ 233,556	\$ 371,137	\$ 318,061	\$ 340,695	\$ 286,438
NET OF REVENUES/APPROPRIATIONS - FUND 263	\$ 145,534	\$ (39,199)	\$ 57,000	\$ 35,000	\$ 89,000
BEGINNING FUND BALANCE	642,634	788,168	748,969	805,969	840,969
ENDING FUND BALANCE	\$ 788,168	\$ 748,969	\$ 805,969	\$ 840,969	\$ 929,969

Fund balance as a percentage of total annual expenditures

337% 202% 253% 247% 325%

Estimated Change in Fund Balance

23% -5% 8% 4% 11%

FINANCIAL SUMMARIES

Community Development Block Grant (CDBG) Fund

This fund records federal grant monies passed through to the City from Oakland County. These funds are used to support the youth assistance program and minor home repair program.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
ESTIMATED REVENUES					
Federal grants	\$ 99,885	\$ 129,591	\$ 106,207	\$ 106,000	\$ 106,000
TOTAL ESTIMATED REVENUES	\$ 99,885	\$ 129,591	\$ 106,207	\$ 106,000	\$ 106,000
APPROPRIATIONS					
Other services and charges	\$ 127,989	\$ 100,000	\$ 106,207	\$ 106,000	\$ 106,000
TOTAL APPROPRIATIONS	\$ 127,989	\$ 100,000	\$ 106,207	\$ 106,000	\$ 106,000
NET OF REVENUES/APPROPRIATIONS - FUND 264	\$ (28,104)	\$ 29,591	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	(1,487)	(29,591)	-	-	-
ENDING FUND BALANCE	\$ (29,591)	\$ -	\$ -	\$ -	\$ -

Fund balance as a percentage of total annual expenditures	-23%	0%	0%	0%	0%
Estimated Change in Fund Balance	1890%	-100%	0%	0%	0%

FINANCIAL SUMMARIES

Forfeiture Fund

This fund records all receipts and expenditures relating to Federal, State, Local and OWI, forfeited and legally restricted, funds relating to narcotic trafficking, money laundering, State laws and ordinances.

FORFEITURE FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Federal grants	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Fines and forfeitures	297,462	164,050	209,000	209,000	209,000
Interest income	5,095	9,564	4,325	4,425	4,025
Other revenue	48,592	96,000	3,000	3,000	3,000
TOTAL ESTIMATED REVENUES	\$ 351,149	\$ 274,614	\$ 221,325	\$ 221,425	\$ 221,025
APPROPRIATIONS					
Supplies	\$ 36,160	\$ 47,931	\$ 38,900	\$ 20,000	\$ 20,000
Other services and charges	553	525	525	525	525
Capital outlay	294,042	314,708	329,900	338,900	292,500
TOTAL APPROPRIATIONS	\$ 330,755	\$ 363,164	\$ 369,325	\$ 359,425	\$ 313,025
NET OF REVENUES/APPROPRIATIONS - FUND 266	\$ 20,394	\$ (88,550)	\$ (148,000)	\$ (138,000)	\$ (92,000)
BEGINNING FUND BALANCE	458,483	478,877	390,327	242,327	104,327
ENDING FUND BALANCE	\$ 478,877	\$ 390,327	\$ 242,327	\$ 104,327	\$ 12,327

Fund balance as a percentage of total annual expenditures

145% 107% 66% 29% 4%

Estimated Change in Fund Balance

4% -18% -38% -57% -88%

FINANCIAL SUMMARIES

Library Fund

Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community. The Library supports intellectual freedom and access to information resources for all, while maintaining the privacy of its patrons and providing a safe and secure environment. The Library is funded primarily from property taxes in accordance with a special City Charter millage.

LIBRARY FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Property tax revenue	\$ 2,622,217	\$ 2,721,780	\$ 2,829,940	\$ 2,941,938	\$ 3,058,475
Donations	18,590	6,500	8,500	8,500	8,500
Fines and forfeitures	167,590	162,000	177,000	177,000	177,000
Interest income	26,180	36,000	33,792	34,201	35,663
Other revenue	79,291	72,750	78,400	78,450	78,500
State sources	38,689	34,000	38,000	39,000	40,000
TOTAL ESTIMATED REVENUES	\$ 2,952,557	\$ 3,033,030	\$ 3,165,632	\$ 3,279,089	\$ 3,398,138
APPROPRIATIONS					
Personnel services	\$ 1,768,166	\$ 1,967,050	\$ 2,018,532	\$ 2,069,289	\$ 2,118,938
Supplies	524,924	588,300	592,300	596,300	596,300
Other services and charges	534,384	514,900	521,800	523,500	527,900
Capital outlay	60,523	70,000	43,000	28,000	-
TOTAL APPROPRIATIONS	\$ 2,887,997	\$ 3,140,250	\$ 3,175,632	\$ 3,217,089	\$ 3,243,138
NET OF REVENUES/APPROPRIATIONS - FUND 268	\$ 64,560	\$ (107,220)	\$ (10,000)	\$ 62,000	\$ 155,000
BEGINNING FUND BALANCE	1,839,990	1,904,550	1,797,330	1,787,330	1,849,330
ENDING FUND BALANCE	\$ 1,904,550	\$ 1,797,330	\$ 1,787,330	\$ 1,849,330	\$ 2,004,330

Fund balance as a percentage of total annual expenditures

66%

57%

56%

57%

62%

Estimated Change in Fund Balance

4%

-6%

-1%

3%

8%

FINANCIAL SUMMARIES

Library Contribution Fund

In May 2004, the City of Novi's Library received a generous gift of \$1,000,000 from Charles and Myrtle Walker for use in the replacement or expansion of the then existing Library building. The Library Board also entered into a Library Building Fund Gift Agreement with the Walker family to encourage additional donations. The library has continued to receive donations. As of January 1, 2014, the restrictions on the use of these funds expired.

LIBRARY CONTRIBUTION FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Donations	\$ 30,216	\$ 17,000	\$ 6,500	\$ 6,500	\$ 6,500
Interest income	19,127	22,500	36,000	36,000	36,000
TOTAL ESTIMATED REVENUES	\$ 49,343	\$ 39,500	\$ 42,500	\$ 42,500	\$ 42,500
APPROPRIATIONS					
Supplies	\$ 28,691	\$ 44,000	\$ 21,500	\$ 21,500	\$ 21,500
Capital outlay	11,170	120,700	-	-	-
TOTAL APPROPRIATIONS	\$ 39,861	\$ 164,700	\$ 21,500	\$ 21,500	\$ 21,500
NET OF REVENUES/APPROPRIATIONS - FUND 269	\$ 9,482	\$ (125,200)	\$ 21,000	\$ 21,000	\$ 21,000
BEGINNING FUND BALANCE	1,697,946	1,707,428	1,582,228	1,603,228	1,624,228
ENDING FUND BALANCE	\$ 1,707,428	\$ 1,582,228	\$ 1,603,228	\$ 1,624,228	\$ 1,645,228

Fund balance as a percentage of total annual expenditures	4283%	961%	7457%	7555%	7652%
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Estimated Change in Fund Balance	1%	-7%	1%	1%	1%
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FINANCIAL SUMMARIES

Street Lighting (West Oaks Street) Fund

This fund was established by a vote of the City Council to account for a special assessment levy to provide street lighting to West Oaks Street.

STREET LIGHTING (WEST OAKS STREET) FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
ESTIMATED REVENUES					
Special assessments levied	\$ 7,529	\$ 7,529	\$ 7,529	\$ 7,529	\$ 7,529
Interest income	26	21	41	31	21
TOTAL ESTIMATED REVENUES	\$ 7,555	\$ 7,550	\$ 7,570	\$ 7,560	\$ 7,550
APPROPRIATIONS					
Other services and charges	\$ 7,520	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
TOTAL APPROPRIATIONS	\$ 7,520	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
NET OF REVENUES/APPROPRIATIONS - FUND 854	\$ 35	\$ (2,450)	\$ (2,430)	\$ (2,440)	\$ (2,450)
BEGINNING FUND BALANCE	42,267	42,302	39,852	37,422	34,982
ENDING FUND BALANCE	\$ 42,302	\$ 39,852	\$ 37,422	\$ 34,982	\$ 32,532
Fund balance as a percentage of total annual expenditures	563%	399%	374%	350%	325%
Estimated Change in Fund Balance	0%	-6%	-6%	-7%	-7%

FINANCIAL SUMMARIES

Street Lighting (West Lake Drive) Fund

This fund was established by a vote of the City Council to account for a special assessment levy to provide street lighting to West Lake Drive.

STREET LIGHTING (WEST LAKE DRIVE) FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
ESTIMATED REVENUES					
Special assessments levied	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300
Interest income	2	-	-	-	-
TOTAL ESTIMATED REVENUES	\$ 3,302	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300
APPROPRIATIONS					
Other services and charges	\$ 2,962	\$ 3,500	\$ 3,300	\$ 3,350	\$ 3,400
TOTAL APPROPRIATIONS	\$ 2,962	\$ 3,500	\$ 3,300	\$ 3,350	\$ 3,400
NET OF REVENUES/APPROPRIATIONS - FUND 855	\$ 340	\$ (200)	\$ -	\$ (50)	\$ (100)
BEGINNING FUND BALANCE	2,365	2,705	2,505	2,505	2,455
ENDING FUND BALANCE	\$ 2,705	\$ 2,505	\$ 2,505	\$ 2,455	\$ 2,355

Fund balance as a percentage of total annual expenditures	91%	72%	76%	73%	69%
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Estimated Change in Fund Balance	14%	-7%	0%	-2%	-4%
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FINANCIAL SUMMARIES

Street Lighting (Town Center Street) Fund

This fund was established by a vote of the City Council to account for a special assessment levy to provide street lighting to Town Center Street.

STREET LIGHTING (TOWN CENTER STREET) FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Special assessments levied	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Interest income	8	-	-	-	-
TOTAL ESTIMATED REVENUES	\$ 25,008	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
APPROPRIATIONS					
Other services and charges	\$ 20,343	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
TOTAL APPROPRIATIONS	\$ 20,343	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
NET OF REVENUES/APPROPRIATIONS - FUND 856	\$ 4,665	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	2,288	6,953	6,953	6,953	6,953
ENDING FUND BALANCE	\$ 6,953	\$ 6,953	\$ 6,953	\$ 6,953	\$ 6,953

Fund balance as a percentage of total annual expenditures

34% 28% 28% 28% 28%

Estimated Change in Fund Balance

204% 0% 0% 0% 0%

FINANCIAL SUMMARIES

Debt Service Funds

2008 Library Construction Debt Fund

This fund was established to account for annual debt service payments for a bond that was issued to construct a new library building. The annual debt service is paid from property tax collections authorized by a voter approved millage.

LIBRARY CONSTRUCTION DEBT FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Property tax revenue	\$ 1,257,088	\$ 1,266,832	\$ 1,320,734	\$ 1,373,334	\$ 1,428,929
Interest income	174	518	216	266	271
TOTAL ESTIMATED REVENUES	\$ 1,257,262	\$ 1,267,350	\$ 1,320,950	\$ 1,373,600	\$ 1,429,200
APPROPRIATIONS					
Debt service	\$ 1,345,350	\$ 1,356,250	\$ 1,370,450	\$ 1,384,100	\$ 1,402,700
Other services and charges	570	500	500	500	500
TOTAL APPROPRIATIONS	\$ 1,345,920	\$ 1,356,750	\$ 1,370,950	\$ 1,384,600	\$ 1,403,200
NET OF REVENUES/APPROPRIATIONS - FUND 317	\$ (88,658)	\$ (89,400)	\$ (50,000)	\$ (11,000)	\$ 26,000
BEGINNING FUND BALANCE	341,141	252,483	163,083	113,083	102,083
ENDING FUND BALANCE	\$ 252,483	\$ 163,083	\$ 113,083	\$ 102,083	\$ 128,083

Fund balance as a percentage of total annual expenditures	19%	12%	8%	7%	9%
Estimated Change in Fund Balance	-26%	-35%	-31%	-10%	25%

FINANCIAL SUMMARIES

Capital Project Funds

Special Assessment Revolving Fund

This fund is used to account for the construction of capital assets funded in whole or part by long-term special assessment debt. The city has self-funded previous projects and has elected to maintain the cumulative interest as well as the initial General Fund contribution in this fund. All future uses of this fund will be determined as part of the city's annual capital improvement plan (CIP plan).

SPECIAL ASSESSMENT REVOLVING FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Interest income	\$ 45,061	\$ 50,500	\$ 50,500	\$ 51,500	\$ 52,500
TOTAL ESTIMATED REVENUES	\$ 45,061	\$ 50,500	\$ 50,500	\$ 51,500	\$ 52,500
APPROPRIATIONS					
Other services and charges	\$ 550	\$ 500	\$ 500	\$ 500	\$ 500
TOTAL APPROPRIATIONS	\$ 550	\$ 500	\$ 500	\$ 500	\$ 500
NET OF REVENUES/APPROPRIATIONS - FUND 235	\$ 44,511	\$ 50,000	\$ 50,000	\$ 51,000	\$ 52,000
BEGINNING FUND BALANCE	3,928,606	3,973,117	4,023,117	4,073,117	4,124,117
ENDING FUND BALANCE	\$ 3,973,117	\$ 4,023,117	\$ 4,073,117	\$ 4,124,117	\$ 4,176,117

Fund balance as a percentage of total annual expenditures	722385%	804623%	814623%	824823%	835223%
Estimated Change in Fund Balance	1%	1%	1%	1%	1%

FINANCIAL SUMMARIES

Capital Improvement Program (CIP) Fund

The Capital Improvement Program (CIP) Fund's purpose is to track activity related to the voter approved CIP millage which was passed on August 2, 2016. This millage is not to exceed the annual rate of 1.0 mills for a period of 10 years. The uses of the CIP millage funds include but are not limited to parks and facilities, land acquisition, pathways, and apparatus (such as fire truck or heavy equipment). These funds shall not be used for operations or payroll. These funds shall include revenues from the sale of equipment, vehicles, and land originally purchased within this fund. The first levy for this millage was July 1, 2017.

CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Property tax revenue	\$ 3,400,855	\$ 3,539,156	\$ 3,686,322	\$ 3,832,235	\$ 3,984,359
Interest income	17,507	52,492	7,922	5,145	5,121
Transfers in		4,049,715	-	-	-
TOTAL ESTIMATED REVENUES	\$ 3,418,362	\$ 7,641,363	\$ 3,694,244	\$ 3,837,380	\$ 3,989,480
APPROPRIATIONS					
Other services and charges	\$ 1,000	\$ 1,748	\$ 1,000	\$ 1,000	\$ 1,000
Debt service	-	2,685,000	2,685,000	2,685,000	2,685,000
Capital outlay	1,297,890	27,110,625	-	770,000	848,900
TOTAL APPROPRIATIONS	\$ 1,298,890	\$ 29,797,373	\$ 2,686,000	\$ 3,456,000	\$ 3,534,900
NET OF REVENUES/APPROPRIATIONS - FUND 402	\$ 2,119,472	\$ (22,156,010)	\$ 1,008,244	\$ 381,380	\$ 454,580
BEGINNING FUND BALANCE	2,493	2,121,965	(20,034,045)	(19,025,801)	(18,644,421)
ENDING FUND BALANCE *	\$ 2,121,965	\$ (20,034,045)	\$ (19,025,801)	\$ (18,644,421)	\$ (18,189,841)

Fund balance as a percentage of total annual expenditures	163%	-67%	-708%	-539%	-515%
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Estimated Change in Fund Balance	85017%	-1044%	-5%	-2%	-2%
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* The City has opted to borrow internally utilizing long-term capital reserve funds in lieu of formally issuing bonds in order to complete several significant projects in FY 2018-19. Governmental accounting rules require this type of borrowing to be recorded on the balance sheet and not as revenue like it would if bonds were issued.

FINANCIAL SUMMARIES

Gun Range Facility Fund

As of July 1, 2014, the City Council has elected to place the gross revenue from users of the gun range facility (previously in the General Fund) into a separate capital project fund to be used toward planned future capital improvements.

GUN RANGE FACILITY FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
ESTIMATED REVENUES					
Licenses, permits & charges for services	\$ 76,715	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Interest income	3,014	6,000	500	750	1,000
TOTAL ESTIMATED REVENUES	\$ 79,729	\$ 76,000	\$ 70,500	\$ 70,750	\$ 71,000
APPROPRIATIONS					
Other services and charges	\$ -	\$ 5,174	\$ -	\$ -	\$ -
Capital outlay	70,476	90,800	-	-	-
Transfers out	-	245,915	-	-	-
TOTAL APPROPRIATIONS	\$ 70,476	\$ 341,889	\$ -	\$ -	\$ -
NET OF REVENUES/APPROPRIATIONS - FUND 402	\$ 9,253	\$ (265,889)	\$ 70,500	\$ 70,750	\$ 71,000
BEGINNING FUND BALANCE	316,493	325,746	59,857	130,357	201,107
ENDING FUND BALANCE	\$ 325,746	\$ 59,857	\$ 130,357	\$ 201,107	\$ 272,107

Fund balance as a percentage of total annual expenditures

462% 18% 0% 0% 0%

Estimated Change in Fund Balance

3% -82% 118% 54% 35%

FINANCIAL SUMMARIES

Street Improvement Fund

As of fiscal year 2013-2014, the City Council has elected to transfer the remaining unspent balances for ongoing construction projects in the Major, Local, and Municipal Street funds into this separate capital project fund until completion. The City expects all projects in this fund to be completed before the end of the following fiscal year.

STREET IMPROVEMENT FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
ESTIMATED REVENUES					
Transfers in	\$ 3,530,000	\$ -	\$ -	\$ -	\$ -
TOTAL ESTIMATED REVENUES	\$ 3,530,000	\$ -	\$ -	\$ -	\$ -
APPROPRIATIONS					
Capital outlay	\$ 3,850,000	\$ 3,735,000	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS	\$ 3,850,000	\$ 3,735,000	\$ -	\$ -	\$ -
NET OF REVENUES/APPROPRIATIONS - FUND 403	\$ (320,000)	\$ (3,735,000)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	4,055,000	3,735,000	-	-	-
ENDING FUND BALANCE	\$ 3,735,000	\$ -	\$ -	\$ -	\$ -
Fund balance as a percentage of total annual expenditures	97%	0%	0%	0%	0%
Estimated Change in Fund Balance	-8%	-100%	0%	0%	0%

FINANCIAL SUMMARIES

Permanent Fund

Drain Perpetual Maintenance Fund

A citizen's committee has been established to oversee the building and maintenance of the drain system. This fund was initially created with allocations from the Drain Fund. Additional revenue has come from tap fees for properties connecting to regional systems. The intent is to build an investment base in which earnings will eventually cover the cost of maintaining the system and reduce or eliminate the need for the Drain Fund millage.

DRAIN PERPETUAL MAINTENANCE FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Interest income	\$ 77,488	\$ 105,024	\$ 70,000	\$ 75,000	\$ 80,000
Tap-in fees	-	25,000	5,000	5,000	5,000
Transfers in	-	-	807,000	482,000	477,000
TOTAL ESTIMATED REVENUES	\$ 77,488	\$ 130,024	\$ 882,000	\$ 562,000	\$ 562,000
APPROPRIATIONS					
Transfers out	\$ -	\$ 3,647,000	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS	\$ -	\$ 3,647,000	\$ -	\$ -	\$ -
NET OF REVENUES/APPROPRIATIONS - FUND 211	\$ 77,488	\$ (3,516,976)	\$ 882,000	\$ 562,000	\$ 562,000
BEGINNING FUND BALANCE	6,754,887	6,832,375	3,315,399	4,197,399	4,759,399
ENDING FUND BALANCE	\$ 6,832,375	\$ 3,315,399	\$ 4,197,399	\$ 4,759,399	\$ 5,321,399

Fund balance as a percentage of total annual expenditures	0%	91%	0%	0%	0%
Estimated Change in Fund Balance	1%	-51%	27%	13%	12%

FINANCIAL SUMMARIES

Enterprise Funds

Ice Arena Fund

The Novi Ice Arena opened in 1998 to provide ice skating services to Novi residents and other local communities. The facility is self-supporting and strives to generate positive cash flow under contract with Suburban Arena Management – Novi LLC, a third party vendor.

ICE ARENA FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
ESTIMATED REVENUES					
Program revenue	\$ 1,849,731	\$ 2,024,202	\$ 1,882,355	\$ 1,941,650	\$ 1,941,650
Interest income	24,183	25,387	20,447	30,554	30,794
Other revenue	107,818	89,400	109,400	89,900	89,900
TOTAL ESTIMATED REVENUES	\$ 1,981,732	\$ 2,138,989	\$ 2,012,202	\$ 2,062,104	\$ 2,062,344
APPROPRIATIONS					
Supplies	\$ 13,970	\$ 11,800	\$ 11,600	\$ 11,800	\$ 11,800
Other services and charges	1,496,288	1,429,668	1,297,022	1,358,924	1,359,924
Capital outlay	4,968	35,000	195,200	38,000	30,000
Debt service	82,740	562,140	560,380	538,380	536,620
TOTAL APPROPRIATIONS	\$ 1,597,966	\$ 2,038,608	\$ 2,064,202	\$ 1,947,104	\$ 1,938,344
NET OF REVENUES/APPROPRIATIONS - FUND 590	\$ 383,766	\$ 100,381	\$ (52,000)	\$ 115,000	\$ 124,000
BEGINNING FUND BALANCE	4,472,692	4,856,458	4,956,839	4,904,839	5,019,839
ENDING FUND BALANCE	\$ 4,856,458	\$ 4,956,839	\$ 4,904,839	\$ 5,019,839	\$ 5,143,839
Fund balance as a percentage of total annual expenditures	304%	243%	238%	258%	265%
Estimated Change in Fund Balance	9%	2%	-1%	2%	2%

FINANCIAL SUMMARIES

Water and Sewer Fund

The City of Novi takes pride in providing safe and efficient water distribution and sanitary sewage collection systems. The City has taken steps to further improve infrastructure, as recommended by the Water Distribution Study and Master Plan Update, and the sanitary sewer Capacity, Management, Operations and Maintenance Program (CMOM). These programs have allowed the City to fully examine the current operation of the City's utility-based infrastructure and provide recommendations for improvements to the water distribution and sanitary sewage collection systems.

WATER AND SEWER FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
ESTIMATED REVENUES					
Operating revenue	\$ 23,786,086	\$ 24,017,183	\$ 24,161,000	\$ 24,261,000	\$ 24,461,000
Capital contributions	5,203,886	2,850,000	1,350,000	1,350,000	1,350,000
Federal Grants	543,438	124,363	-	-	-
Interest income	788,466	972,722	915,061	909,213	903,004
Other revenue	211,380	210,500	207,500	209,500	211,500
TOTAL ESTIMATED REVENUES	\$ 30,533,256	\$ 28,174,768	\$ 26,633,561	\$ 26,729,713	\$ 26,925,504
APPROPRIATIONS					
Personnel services	\$ 1,528,688	\$ 1,442,977	\$ 1,435,523	\$ 1,469,224	\$ 1,508,161
Supplies	107,217	68,715	65,600	65,600	65,600
Other services and charges	24,444,434	21,334,729	21,315,375	21,383,076	22,031,626
Capital outlay	129,105	20,386,123	2,787,063	4,119,813	3,952,117
Debt service	2,250	-	-	-	-
Transfers out	-	3,103,100	-	-	-
TOTAL APPROPRIATIONS	\$ 26,211,694	\$ 46,335,644	\$ 25,603,561	\$ 27,037,713	\$ 27,557,504
NET OF REVENUES/APPROPRIATIONS - FUND 592	\$ 4,321,562	\$ (18,160,876)	\$ 1,030,000	\$ (308,000)	\$ (632,000)
BEGINNING FUND BALANCE	183,584,688	187,906,250	169,745,374	170,775,374	170,467,374
ENDING FUND BALANCE	\$ 187,906,250	\$ 169,745,374	\$ 170,775,374	\$ 170,467,374	\$ 169,835,374

Fund balance as a percentage of total annual expenditures

717% 366% 667% 630% 616%

Estimated Change in Fund Balance

2% -10% 1% 0% 0%

FINANCIAL SUMMARIES

Senior Housing Fund

Meadowbrook Commons is an older adult housing community owned by the City of Novi and managed by a contractual management company. Financing for this project was provided through bonds issued by the Building Authority. The total construction cost was \$12.5 million and all operational expenses and the bond debt retirement are covered by rental revenue.

SENIOR HOUSING FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Operating revenue	\$ 2,032,485	\$ 2,049,210	\$ 2,077,550	\$ 2,099,000	\$ 2,120,000
Interest income	15,849	18,899	15,262	16,430	17,020
Other revenue	22,011	19,200	20,600	20,800	21,000
TOTAL ESTIMATED REVENUES	\$ 2,070,345	\$ 2,087,309	\$ 2,113,412	\$ 2,136,230	\$ 2,158,020
APPROPRIATIONS					
Supplies	\$ 9,992	\$ 11,475	\$ 11,075	\$ 11,475	\$ 11,475
Other services and charges	1,178,920	852,824	843,843	853,527	858,389
Capital outlay	-	11,280	50,750	14,350	284,800
Debt service	173,209	1,048,010	1,017,744	972,878	948,356
TOTAL APPROPRIATIONS	\$ 1,362,121	\$ 1,923,589	\$ 1,923,412	\$ 1,852,230	\$ 2,103,020
NET OF REVENUES/APPROPRIATIONS - FUND 594	\$ 708,224	\$ 163,720	\$ 190,000	\$ 284,000	\$ 55,000
BEGINNING FUND BALANCE	3,696,583	4,404,807	4,568,527	4,758,527	5,042,527
ENDING FUND BALANCE	\$ 4,404,807	\$ 4,568,527	\$ 4,758,527	\$ 5,042,527	\$ 5,097,527
Fund balance as a percentage of total annual expenditures	323%	238%	247%	272%	242%
Estimated Change in Fund Balance	19%	4%	4%	6%	1%

FINANCIAL SUMMARIES

Fiduciary Fund

Retiree Health Care Benefits Fund

The Retiree Health Care Benefits Fund accounts for medical benefits provided to retirees and is funded through contributions from the various funds of the City as a percentage of payroll.

RETIREE HEALTHCARE BENEFITS FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
ESTIMATED REVENUES					
Contributions-Employer	\$ 613,678	\$ 277,674	\$ 277,238	\$ 275,000	\$ 275,000
Interest income	2,845,010	1,729,326	2,000,762	2,100,000	2,200,000
Other revenue	244	-	-	-	-
TOTAL ESTIMATED REVENUES	\$ 3,458,932	\$ 2,007,000	\$ 2,278,000	\$ 2,375,000	\$ 2,475,000
APPROPRIATIONS					
Personnel Services	\$ 948,145	\$ 1,050,000	\$ 1,254,000	\$ 1,304,000	\$ 1,356,000
Other services and charges	293,400	304,000	319,000	320,000	344,000
TOTAL APPROPRIATIONS	\$ 1,241,545	\$ 1,354,000	\$ 1,573,000	\$ 1,624,000	\$ 1,700,000
NET OF REVENUES/APPROPRIATIONS - FUND 590	\$ 2,217,387	\$ 653,000	\$ 705,000	\$ 751,000	\$ 775,000
BEGINNING FUND BALANCE	27,315,165	29,532,552	30,185,552	30,890,552	31,641,552
ENDING FUND BALANCE	\$ 29,532,552	\$ 30,185,552	\$ 30,890,552	\$ 31,641,552	\$ 32,416,552
Fund balance as a percentage of total annual expenditures	2379%	2229%	1964%	1948%	1907%
Estimated Change in Fund Balance	8%	2%	2%	2%	2%



FINANCIAL SUMMARIES

Fund Balance

Fund Balance is the difference between assets and liabilities in a governmental fund. The governmental funds account for the City's bread-and-butter, are typically tax-supported activities of a government (as opposed to enterprise funds, which are self-supporting, business-like activities), and include the following:

- General Fund – where a government accounts for everything not reported in another fund
- Special Revenue Funds – for reporting specific sources that are limited to being used for a particular purpose
- Debt Service Funds – which account for the repayment of debt
- Capital Project Funds – which track the accumulation and use of resources for construction, acquiring, and rehabilitating capital assets (such as buildings and roads)
- Permanent Funds – where a government reports principal amounts that are restricted to being invested to produce income but cannot be spent

GASB 54

GASB Statement No. 54 creates five components of fund balance, though not every government or governmental fund will report all components. This approach is intended to provide users consistent and understandable information about a fund's net resources. The five components are:

Nonspendable Fund Balance

**cannot be spent (legally restricted or in unspendable form)*

- Amounts that cannot be spent due to form; for example, inventories and prepaid amounts. Also, long-term loan and notes receivables, and property held for resale would be reported here unless the proceeds are restricted, committed or assigned.
- Amounts that must be maintained intact legally or contractually (corpus or principal of a permanent fund)

Restricted Fund Balance

**externally imposed (law, creditor, bond covenant)*

- Amounts constrained for a specific purpose by external parties, constitutional provision or enabling legislation. This is the same definition used by GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, for restricted net assets.

Committed Fund Balance

**constraints approved by Council*

- Amounts constrained for a specific purpose by a government using its highest level of decision-making authority. It would require action by the same group to remove or change the constraints placed on the resources.
- Action to constrain resources must occur prior to year-end; however, the amount can be determined in the subsequent period.

FINANCIAL SUMMARIES

Assigned Fund Balance

*constrained by intent by City Council, or by the City Manager, or by a body/person to which City Council designates the authority

- For all governmental funds other than the general fund, any remaining positive amounts not classified as non-spendable, restricted or committed.
- For the general fund, amounts constrained for the intent to be used for a specific purpose by a governing board or a body or official that has been delegated authority to assign amounts. Amount reported as assigned should not result in a deficit in unassigned fund balance.

Unassigned Fund Balance

*available to spend, unrestricted

- For the general fund, amounts not classified as non-spendable, restricted, committed or assigned. The general fund is the only fund that would report a positive amount in unassigned fund balance.
- For all governmental funds other than the general fund, amount expended in excess of resources that are non-spendable, restricted, committed or assigned (a residual deficit). In determining a residual deficit, no amount should be reported as assigned.

All Funds FY 2019-20 Budget

	Governmental Funds							TOTAL BUDGET
	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	PERMANENT FUNDS	ENTERPRISE FUNDS	FIDUCIARY FUNDS	
	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20	
TOTAL ESTIMATED REVENUES	\$ 35,871,634	\$ 30,481,033	\$ 1,320,950	\$ 3,815,244	\$ 882,000	\$ 30,759,175	\$ 2,278,000	\$ 105,408,036
TOTAL APPROPRIATIONS	35,622,849	32,326,076	1,370,950	2,686,500	-	29,591,175	1,573,000	103,170,550
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	\$ 248,785	\$ (1,845,043)	\$ (50,000)	\$ 1,128,744	\$ 882,000	\$ 1,168,000	\$ 705,000	\$ 2,237,486
BEGINNING FUND BALANCE	10,098,300	12,612,123	163,083	(15,951,071)	3,315,399	179,270,740	30,185,552	219,694,126
ENDING FUND BALANCE	\$ 10,347,085	\$ 10,767,080	\$ 113,083	\$ (14,822,327)	\$ 4,197,399	\$ 180,438,740	\$ 30,890,552	\$ 221,931,612
Fund balance as a percentage of total annual expenditures	29%	33%	8%	-552%	0%	610%	1964%	215%



FINANCIAL SUMMARIES

The following governmental funds are anticipated to have significant changes in fund balance for FY 2019-20 (increase or decrease more than 10%):

Special Revenue Funds

The Local Street Fund is projected to increase fund balance by \$320,000 in FY 2019-20. These funds will be used for future local street projects throughout the City which are listed in the capital improvement program.

The Municipal Street Fund is projected to decrease fund balance by \$1.584 million in FY 2019-20 to fund local street projects throughout the City which are listed in the capital improvement program.

The Parks, Recreation, and Cultural Service Fund is projected to decrease fund balance by \$233,613 in FY 2019-20 to fund \$717,640 in capital expenditures.

The Forfeiture Fund is projected to use \$148,000 of fund balance in FY 2019-20 to fund \$329,900 in capital expenditures.

Debt Service Funds

The Library Construction Debt Fund is projected to use \$50,000 of fund balance in FY 2019-20 to help fund debt service payments.

Capital Project Funds

The Gun Range Facility Fund is projected to increase fund balance by \$70,500 in FY 2019-20. These funds will be used for future capital projects which are listed in the capital improvement program.

Permanent Fund

The Drain Perpetual Maintenance Fund is projected to increase fund balance by \$882,000 in FY 2019-20 mostly due to the anticipated Drain Special Revenue Fund transfer in to replenish the fund.



FINANCIAL SUMMARIES

Major Revenue Sources, Assumptions, and Trends

Revenue forecasting is a standard practice for the City of Novi. Individual revenue line-items are reviewed for their historical trends in order to project revenues over the next three years. The forecast is also based on economic factors, as well as information provided by the State and County. In order to be prepared for unexpected events and lower than anticipated revenues or higher than anticipated expenditures, the City budgets conservatively. The following are summaries of revenue sources including underlying assumptions and significant trends.

Property Tax Revenue

The maximum allowable millage rates are used for all funds except the Drain Fund. Taxable value projections are as of February 12, 2019. The 2019 taxable value increased approximately \$77,368,000 for net new construction. The future property values for 2019 and beyond include approximately \$65,000,000 in cumulative net new construction. Penalties and interest are based on historical collections. Inflation for the 2019 tax year was 2.4% but due to new construction, the City anticipates an overall net increase (see loss of personal property taxes discussed below) in revenue of 5.0%. The City closed the Public Safety Fund as of June 30, 2017 and the dedicated public safety millage is recorded directly in the General Fund rather than a transfer in.

The proposed millage rate is 10.5376 mills (which remains unchanged from tax year 2018). A significant factor that has been taken into account for the future year's taxable value is the expected decrease in the personal property tax, per the new State of Michigan law (SB 10) that erases the personal property tax on the industrial property and other businesses with equipment less than \$40,000.

Licenses, Permits & Charges for Services

This revenue includes fees for various services and licenses. Revenues also include estimated fees paid by developers and contractors for the plan review, inspection of commercial, industrial and residential construction which partially covers the cost of the Community Development Department. This revenue is difficult to project since it is directly related to construction activity. The City's building activity is projected to remain strong with consistent fees projected for each of the next fiscal years. The remaining revenue relates to liquor licenses, cable television fees, and other fees collected by the Clerks Department.

Transfers In

The transfers into the special revenue funds represent transfers between the three street funds to cover construction costs as detailed in the six-year CIP plan. The primary source of the transfers is a dedicated road millage in the Municipal Street Fund. The Parks, Recreation and Cultural Services Fund receives a transfer in from the General Fund to help fund capital outlay projects. The Drain Perpetual Maintenance Fund receives a transfer in from the Drain Fund to replenish some of the endowment used in FY 2018/19. The new Capital Improvement Fund received transfers in the prior year from various enterprise funds to cover their share of the costs for the department of public works building improvement project (planned for FY 2018) as well as a transfer from the Special Assessment Revolving Fund to fund the Crescent Blvd (Ring Road) project (planned for construction in FY 2020).



FINANCIAL SUMMARIES

State Sources

State Revenue Sharing The State Shared Revenue program distributes sales tax collected by the State of Michigan to local governments as unrestricted revenues on a per capita basis (2010 Census population for Novi was 55,224). The distribution of funds is authorized by the State Revenue Sharing Act, Public Act 140 of 1971, as amended (MCL 141.901). For fiscal year (FY) 2016, the legislature established the City, Village, and Township Revenue Sharing (CVTRS) program (a simplified version of the Economic Vitality Incentive Program (EVIP)). Each eligible local unit must meet all of the requirements of Accountability and Transparency in order to receive the full CVTRS payments. A Consolidation of Services Plan and an Unfunded Accrued Liability Plan are not required under the CVTRS program. The City estimates a 2% increase in overall revenue sharing in fiscal year 19/20, 20/21 and 21/22.

MDOT Act 51 The City receives monthly payments from the State of Michigan, Department of Transportation for their share of the motor fuels taxes collected that are earmarked specifically for use on the roads. The distribution is based on the number of miles of road within the city. As the roads across the State continue to deteriorate, the Governor has promised to focus on increasing spending for roads. The City anticipates an increase in funding from the State of approximately 8.0% for fiscal years 19/20, 20/21, and 21/22.

Interest on Investments

This revenue is from investing available cash balances based on cash flow forecasts, capital reserves, and fund balance reserves. Interest rates are budgeted to increase over the next few years resulting in greater overall earnings however this will be offset by lower cash balances due significant planned investments in capital projects. The net result is little growth in overall earnings.

Program Revenue/Older Adult Program Revenue

This revenue source is from the many programs offered by the Parks, Recreation, and Cultural Services department and Ice Arena. The Parks, Recreation, and Cultural Services Fund have approximately half its revenue funded from a dedicated property tax levy and the balance funded by program revenue. Program revenue is anticipated to remain flat for all future years.

Operating Revenue

This revenue represents charges to customers for water and sewer usage as well as fees collected at the ice arena and rents collected at the senior housing facility. Operating revenue in the Water and Sewer Fund is anticipated to increase by 1% in 19/20 (primarily due to increased consumption) and future annual increases of 0-1% annually based on projections and anticipated new customers. Ice arena and senior housing revenues are anticipating 0-1% annual inflationary increases.

The revenues discussed above are the major revenue categories as identified by the City and make up the majority of the total revenues of all appropriated funds, including enterprise funds. The schedule on the following page summarizes total revenue for all fund types of the City.

FINANCIAL SUMMARIES

Revenue Schedule

	Governmental Funds				
	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	PERMANENT FUNDS
	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20
ESTIMATED REVENUES					
Property tax revenue	\$ 24,065,202	\$ 11,896,735	\$ 1,320,734	\$ 3,686,322	\$ -
Capital Contributions	-	-	-	-	-
Contributions-Employer	-	-	-	-	-
Donations	1,000	138,500	-	-	-
Federal grants	65,000	111,207	-	-	-
Fines and forfeitures	525,000	386,000	-	-	-
Interest income	747,033	238,672	216	58,922	70,000
Licenses, permits, and charges for services	4,777,604	2,855,000	-	70,000	-
Older adult program revenue	-	155,350	-	-	-
Operating Revenue	-	-	-	-	-
Other revenue	792,870	703,400	-	-	-
Program Revenue	-	1,229,340	-	-	-
Special Assessments Levied	-	35,829	-	-	-
State sources	4,897,925	6,196,000	-	-	-
Tap In Fees	-	-	-	-	5,000
Transfers in	-	6,535,000	-	-	807,000
TOTAL ESTIMATED REVENUES	\$ 35,871,634	\$ 30,481,033	\$ 1,320,950	\$ 3,815,244	\$ 882,000

FINANCIAL SUMMARIES

Revenue Schedule (continued)

	ENTERPRISE FUNDS	FIDUCIARY FUNDS	TOTAL BUDGET	% of Total Revenues	% of Total Revenues (discussed)
	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20
ESTIMATED REVENUES					
Property tax revenue	\$ -	\$ -	\$ 40,968,993	40%	40%
Capital Contributions	1,350,000	-	\$ 1,350,000	1%	
Contributions-Employer	-	277,238	\$ 277,238	0%	
Donations	-	-	\$ 139,500	0%	
Federal grants	-	-	\$ 176,207	0%	
Fines and forfeitures	-	-	\$ 911,000	1%	
Interest income	337,500	2,000,762	\$ 3,453,105	3%	3%
Licenses, permits, and charges for services	-	-	\$ 7,702,604	7%	7%
Older adult program revenue	-	-	\$ 155,350	0%	0%
Operating Revenue	26,238,550	-	\$ 26,238,550	25%	25%
Other revenue	950,770	-	\$ 2,447,040	2%	
Program Revenue	1,882,355	-	\$ 3,111,695	3%	3%
Special Assessments Levied	-	-	\$ 35,829	0%	
State sources	-	-	\$ 11,093,925	11%	11%
Tap In Fees	-	-	\$ 5,000	0%	
Transfers in	-	-	\$ 7,342,000	7%	7%
TOTAL ESTIMATED REVENUES	\$ 30,759,175	\$ 2,278,000	\$ 105,408,036	100%	96%

FINANCIAL SUMMARIES

Revenue Trends

The following is a historical look at projected and actual taxable values as well as the property tax revenue and mileage rates (assuming no rollback) required based on the estimated taxable values:

CITY OF NOVI TAXABLE VALUE, MILLAGE RATE AND PROPERTY TAX REVENUE HISTORY, BUDGET AND PROJECTIONS										
	2012	2013	2014	2015	2016	2017	ESTIMATED	BUDGET	PROJECTED	
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	2018	2019	2020	2021
							FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Taxable Value										
Taxable Value - Real (Residential)	\$ 2,699,988,360	\$ 2,748,382,830	\$ 1,984,120,840	\$ 2,087,604,500	\$ 2,169,188,620	\$ 2,267,135,430	\$ 2,389,711,290	\$ 2,479,208,026	\$ 2,594,970,780	\$ 2,711,744,465
Taxable Value - Real (Commercial / Industrial)	-	-	861,684,810	878,128,690	916,563,180	936,712,960	999,114,730	1,023,698,625	1,074,810,634	1,123,177,112
Taxable Value - Personal Property	220,345,290	223,698,750	225,066,560	239,836,740	237,292,830	246,268,600	256,827,350	247,055,860	245,000,000	240,000,000
Subtotal Taxable Value	\$ 2,920,333,650	\$ 2,972,081,580	\$ 3,070,872,210	\$ 3,205,569,930	\$ 3,323,044,630	\$ 3,450,116,990	\$ 3,645,653,370	\$ 3,749,962,511	\$ 3,914,781,414	\$ 4,074,921,577
Taxable Value - New Construction	-	-	-	-	-	-	-	77,367,897	65,000,000	65,000,000
Total Taxable Value	\$ 2,920,333,650	\$ 2,972,081,580	\$ 3,070,872,210	\$ 3,205,569,930	\$ 3,323,044,630	\$ 3,450,116,990	\$ 3,645,653,370	\$ 3,827,330,410	\$ 3,979,781,414	\$ 4,139,921,577
Less various allowances	-	-	-	(25,000,000)	(10,000,000)	(2,807,970)	(16,000,000)	(16,000,000)	(16,000,000)	(16,000,000)
Adjusted Taxable Value*	\$ 2,920,333,650	\$ 2,972,081,580	\$ 3,070,872,210	\$ 3,180,569,930	\$ 3,313,044,630	\$ 3,447,309,020	\$ 3,639,653,370	\$ 3,823,330,410	\$ 3,975,781,414	\$ 4,135,921,577
% Change in taxable value from prior year without new construction estimate	-2.0%	1.8%	3.3%	4.4%	3.7%	3.8%	5.7%	2.9%	4.4%	4.1%
% Change in total taxable value from prior year	-2.0%	1.8%	3.3%	4.4%	3.7%	3.8%	5.7%	5.0%	4.0%	4.0%
Millage Rate **										
General Fund	5.0182	5.0182	5.0182	5.0056	4.9925	4.9206	4.8458	4.7755	4.7755	4.7755
General Fund - PA 359 Advertising	-	-	-	-	-	-	0.0137	0.0129	0.0129	0.0129
Municipal Street Fund	0.7719	1.5000	1.5000	1.4962	1.4923	1.4708	1.4484	1.4273	1.4273	1.4273
Police and Fire	1.4282	1.4282	1.4282	1.4246	1.4208	1.4003	1.3790	1.3590	1.3590	1.3590
Parks, Recreation, and Cultural Services Fund	0.3857	0.3857	0.3857	0.3847	0.3780	0.3722	0.3668	0.3668	0.3668	0.3668
Drain Fund	0.3435	0.1057	-	-	0.2120	0.2648	0.4157	0.5583	0.5606	0.5711
Capital Improvement Program (CIP) Fund	-	-	-	-	-	0.9856	0.9706	0.9565	0.9565	0.9565
Library Fund	0.7719	0.7719	0.7719	0.7699	0.7678	0.7567	0.7451	0.7342	0.7342	0.7342
Total Operating	8.7194	9.2097	9.1040	9.0810	9.2690	10.1768	10.1905	10.1905	10.1928	10.2033
Library Construction Debt Fund	0.3281	0.3852	0.3716	0.4566	0.4540	0.3608	0.3471	0.3471	0.3448	0.3343
2010 Refunding Debt Fund	0.3698	0.3487	0.3462	0.3374	-	-	-	-	-	-
2003 Refunding Debt Fund	0.3488	-	-	-	-	-	-	-	-	-
2002 Street & Refunding Debt Fund	0.4339	0.2564	0.3782	0.3250	0.2270	-	-	-	-	-
Total Debt	1.4806	0.9903	1.0960	1.1190	0.6810	0.3608	0.3471	0.3471	0.3448	0.3343
Total Millage Rate	10.2000	10.2000	10.2000	10.2000	9.9500	10.5376	10.5376	10.5376	10.5376	10.5376
Property Tax Revenue										
General Fund	\$ 14,463,208	\$ 14,699,475	\$ 15,618,990	\$ 16,252,340	\$ 16,707,967	\$ 17,200,885	\$ 18,215,984	\$ 18,731,592	\$ 19,469,405	\$ 20,236,962
General Fund - PA 359 Advertising	-	-	-	-	-	-	50,000	50,000	50,000	50,000
Municipal Street Fund	2,226,168	4,293,742	4,754,081	4,803,774	4,931,808	5,069,973	5,371,752	5,502,800	5,722,433	5,981,889
Police and Fire	4,119,209	4,211,853	4,390,579	4,574,743	4,687,841	4,843,646	5,130,968	5,283,610	5,494,675	5,714,198
Parks, Recreation, and Cultural Services Fund	1,112,311	1,137,385	1,185,648	1,235,317	1,267,594	1,295,457	1,371,654	1,411,336	1,470,729	1,529,390
Drain Fund	982,539	315,771	9,200	1,096	698,072	908,899	961,410	2,152,459	2,237,845	2,326,484
Capital Improvement Program (CIP) Fund	2,226,168	-	-	-	-	3,400,871	3,611,648	3,686,322	3,832,235	3,984,359
Library Fund	2,226,168	2,276,337	2,372,929	2,472,349	2,537,262	2,604,070	2,752,785	2,829,940	2,941,938	3,058,475
Total Operating	\$ 25,129,603	\$ 26,934,563	\$ 28,332,147	\$ 29,339,619	\$ 30,830,544	\$ 35,323,801	\$ 37,466,201	\$ 39,648,259	\$ 41,219,260	\$ 42,881,757
Library Construction Debt Fund	943,480	1,134,064	1,141,259	1,472,133	1,507,421	1,245,100	1,265,832	1,320,734	1,373,334	1,428,929
2010 Refunding Debt Fund	1,063,856	1,029,037	1,065,166	1,061,000	-	-	-	-	-	-
2003 Refunding Debt Fund	1,018,612	-	-	-	-	-	-	-	-	-
2002 Street & Refunding Debt Fund	1,330,622	780,142	1,134,897	1,040,000	747,000	-	-	-	-	-
Total Debt	\$ 4,356,570	\$ 2,943,243	\$ 3,341,322	\$ 3,573,133	\$ 2,254,421	\$ 1,245,100	\$ 1,265,832	\$ 1,320,734	\$ 1,373,334	\$ 1,428,929
Total Property Tax Revenue	\$ 29,486,173	\$ 29,877,806	\$ 31,673,469	\$ 32,912,752	\$ 33,084,965	\$ 36,568,901	\$ 38,732,033	\$ 40,968,993	\$ 42,592,594	\$ 44,310,686

*Includes reduction for Personal Property Tax write-off, Tax Tribunals Adjustments and chargebacks
 ** No Headlee rollback has been assumed for fiscal years ending 2021 and 2022

Additional revenue trends for property taxes, revenue sharing, MDOT Act 51 and overall revenue by fund is available in the Budget Overview section.



FINANCIAL SUMMARIES

Expenditure Analysis

Personnel Services

The City of Novi budgets for full employment, maintaining a strong staff position control and budgeting system. Any additional cost savings as a result of vacancies, or positions filled at lower than budgeted amounts increases the fund balance, and is used in planning for the subsequent year's budget.

Personnel cost increases and decreases are pursuant to each of the current collective bargaining agreements. An increase of 0-2.5% each year, using 2017-18 as base year, is assumed based on total personnel costs. Defined benefit pension contributions are increasing 47% for 19/20 and are assumed to increase by approximately 3.8% increase in both 20/21 and 21/22. Employee health insurance costs are assumed to increase 3.5% for 19/20 and at 5.5% annually for the subsequent two years. The personnel assumptions are based on the number of staff as presented in the Departmental Information - Personnel Summary section for the fiscal year 2019/20.

Supplies, Maintenance, and Other Services and Charges

Most expenditures range from 0%-3% increase; certain maintenance items increased based on historical median rate (i.e. road maintenance items). Liability and property and workers compensation insurance are assumed to increase 3-20% annually.

Capital Outlay, Non-Recurring Items, & Technology

The Capital Outlay and/or non-recurring items are based on actual budget requests from departments. The City of Novi has a track record of replacing and maintaining assets, which not unlike businesses, allows the City flexibility in deferring capital purchases for a period of time during financially tight years.

Certain programs, like Personal Computer replacement, are included in the 2018/19 budget and while department allocation may change, total estimated replacement remains the same plus inflationary adjustment of 3%.

Capital Improvements

The General, Major Street, Local Street, Municipal Street, Drain, Parks, Recreation and Cultural Services, PEG Cable, Forfeiture, Capital Improvement, Gun range, Ice Arena, Water and Sewer, and Senior Housing Funds reflect anticipated expenditures for each year based on the Capital Improvement Program.

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CAPITAL IMPROVEMENT PROGRAM AND DEBT

Capital Improvement Program

Introduction

The City of Novi's Capital Improvement Program (CIP) is a planning tool, with a goal to identify and schedule capital improvements for fiscal years ending 2020-2035. The CIP is summarized within this budget document and also can be viewed interactively on our CIP website <https://cip.cityofnovi.org/>. Here you can find detailed descriptions of the projects, maps, cost estimates, and other support documentation.

The CIP is an opportunity to formulate strategic long-term policy decisions that extend beyond the 2019-2020 fiscal year. Each year, the City of Novi invests significant time and resources to design, construct, and maintain the infrastructure and facilities needed to deliver municipal services to residents and businesses. Because of the high costs associated with building and maintaining capital assets, the City must carefully balance the need for such assets with our requirements to sustain a strong financial position.

Novi's CIP addresses projects that are needed, or will be needed, across a broad spectrum of areas. Annually, a significant amount of effort is expounded to update the CIP to ensure not only critical needs are being met, but also that the cost, scope and timing of all projects are coordinated throughout. Coordinating the timing of different projects in the same location is particularly important since it helps us to minimize service disruptions.

A capital improvement is defined as any new equipment, construction, acquisition or improvement to public lands, buildings or structures in excess of \$25,000 with a minimum life expectancy of five years. Maintenance-oriented, operational or continuous expenditures are not considered to be capital improvements. Capital projects include design and construction, as well as the acquisition of land and the purchase of capital assets.

Specifically, the purpose of the CIP is to:

- Identify and evaluate the needs for public facilities.
- Determine cost estimates for each capital project submitted.
- Determine if there will be future operating costs for such projects.
- Determine potential sources of funding for such projects.
- Adopt policies for implementing capital improvement construction.
- Anticipate and pre-plan projects with an emphasis on seizing opportunities for partnerships and alternative funding.

CAPITAL IMPROVEMENT PROGRAM AND DEBT

The projects identified in the CIP represent the City of Novi's plan to serve residents and anticipate the needs of a growing and dynamic community. The following documents were considered in preparation of the CIP:

- Master Plan for Land Use
- Water System Master Plan
- Storm Water Master Plan
- Sanitary Sewer Capacity Management
- Strategic Community Recreation and Master Park Plan
- Pathway and Sidewalk Prioritization Analysis and Process
- Non-Motorized Master Plan
- Parking Lot Inventory and Maintenance Plan
- ADA Compliance and Transition Plan for City Owned Pathways
- ADA Compliance Transition Plan for City Owned Facilities
- Chip Seal Street Evaluation
- Novi and Wixom Transportation Improvement Plan—MDOT

Overview

The CIP helps track multi-year projects that may require planning, design, land acquisition and construction.

Definition of a Capital Improvement

The CIP allows for responsible and thoughtful planning of future major expenditures that are not necessarily financed or automatically included in the annual budgeting process. All capital projects, however, as they pertain to the definition of capital improvements above should be part of this CIP.

Impact of Capital Budget on the Operating Budget

As new policies and programs are approved, both the operating and capital budgets are impacted. For example, an increase in service levels approved as part of the operating budget would have long-term effects on the Capital Improvements Program. Conversely, a restrictive change to the use of long-term debt would slow capital programs. Regardless of the difference between the operating and capital budgets, the two are interdependent. Budgetary policy states that all foreseeable operating costs related to capital projects be estimated and provided for as part of the review process associated with the Capital Improvements Program. In addition, departments are required to include costs associated with operating and maintaining capital projects that are requested for the upcoming year.



CAPITAL IMPROVEMENT PROGRAM AND DEBT

Legal Basis of the Capital Improvements Program

The Capital Improvements Program has been authorized by the Michigan Planning Enabling Act (Public Act 33 of 2008). This mandate gives responsibility for preparing a CIP to local Planning Commission bodies, and reads as follows:

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Section. 65:

“(1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.”

Planning and Benefits of the Capital Improvements Program

The CIP is first and foremost, a planning tool. It can be quite useful as a primary guide in implementing the Master Plan for Land Use. With thoughtful foresight and review as a result of a CIP, the many outstanding capital projects that communities are faced with implementing every year, can be viewed as one package, rather than as small, fragmented groups or lists, with no unified sense of focus and direction. When capital improvements begin with careful planning and study, the City of Novi's chances for receiving State and Federal grants are greatly enhanced. Some grants require the inclusion of a CIP with their application. Formulation of a CIP assists those involved to look at alternative funding mechanisms that might not have been considered before. Instead of relying on local revenue sources alone, the CIP allows the City to think more creatively to fulfill Master Plan for Land Use goals and policies. The CIP often avoids reactive planning, and instead replaces it with balanced growth initiatives.



CAPITAL IMPROVEMENT PROGRAM AND DEBT

Operating Budget Impact

The Capital Improvement Program has direct and sometimes significant impacts on Novi's operating budget. Upon their completion, most capital projects require ongoing costs for operation and maintenance. New buildings require electricity, water and sewer service, and maintenance and repair. New roads require regular sweeping as well as periodic crack filling and sealing, patching, milling, minor resurfacing, and replacement of stripes and markings. New parks and landscaped rights-of-way (such as medians and streets shoulders) require irrigation, fertilizing, mowing, and trimming. Some projects, such as a recreation center, require additional employees.

Departments submitting capital projects estimate the operations and maintenance costs of each project based on cost guidelines that are updated each year. The departments also consider any additional revenues or savings the City can reasonably expect to recognize upon completion of the project. For example, membership fees from a new recreation center help to offset the increased operating costs. The net operating costs are included not only in the project request, but also in the long-range forecasts of the respective funds to ensure that we properly account for operating budget impacts of all capital projects. The following are some of the operating items included in the budgets related to new capital improvement projects:

- The neighborhood roads rehab and expanded panel replacement project are estimated to cut annual maintenance costs on the roads by approximately \$10,000 annually and extend the useful life of the roads.
- The new road construction of Crescent and Flint Streets will require little maintenance in the short-term and snow plowing can be covered under existing street budgets.
- Reconstruction of Cabot and Lee BeGole streets are estimated to save \$5,000 annually on street maintenance.
- Street light LED conversion is estimated to save utility costs in the General Fund of approximately \$30,000 annually.
- The final phase of the boardwalk repair and extension project will bring all boardwalks to new conditions and will require minimal maintenance in the next three years.
- The completion of sidewalk gap segment 53, segment 51, and miscellaneous gaps through the safe routes to school initiative will require no additional maintenance costs as they can be serviced by existing service contracts.
- Repairs to the drain headwall, sanitary sewer main, and sewer repairs are all part of annual maintenance program and will not result in any additional costs or cost savings.
- New lighting at two of the City ball fields will result in an increase in utility costs of approximately \$8,000 annually with no short-term increase in maintenance costs.
- Replacement of two play structures at City parks should reduce maintenance costs by approximately \$2,000 annually.
- DPW parking lot improvements and a vector dumping station will reduce annual maintenance costs by approximately \$3,000.
- HVAC projects at the Civic Center and Ice Arena are expected to save utility costs by approximately \$5,000 annually and reduce maintenance costs by approximately \$1,000 annually.

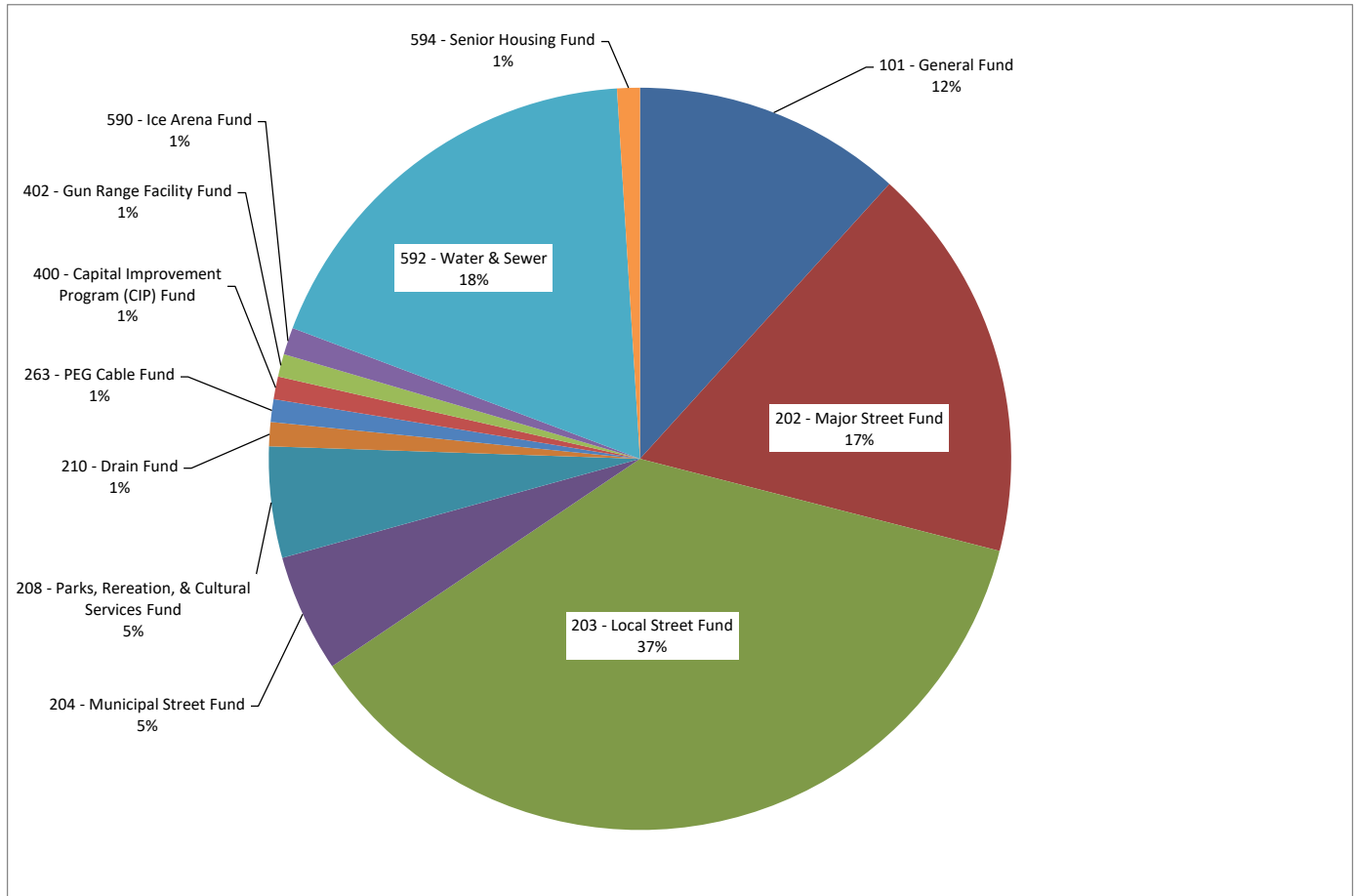
CAPITAL IMPROVEMENT PROGRAM AND DEBT

The following is a summary of the Capital Improvement Program by funding source:

Capital Improvements by Fund (City Cost only; does not include outside leverage)

FUND	Budget	Projected		Forecast		
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 to FY 2034-35
101 - General Fund	\$ 1,738,750	\$ 1,246,118	\$ 1,544,360	\$ 582,550	\$ 352,480	\$ 562,900
202 - Major Street Fund	\$ 2,561,232	\$ 3,824,568	\$ 4,912,409	\$ 4,945,848	\$ 13,725,308	\$ 39,633,969
203 - Local Street Fund	\$ 5,745,968	\$ 4,147,001	\$ 3,200,000	\$ 3,321,767	\$ 2,650,000	\$ 4,100,570
204 - Municipal Street Fund	\$ 761,835	\$ 1,526,552	\$ 1,300,308	\$ 3,146,312	\$ 3,232,189	\$ 49,566,669
208 - Parks, Rereation, & Cultural Services Fund	\$ 717,640	\$ 266,122	\$ 283,015	\$ 1,364,501	\$ 2,026,901	\$ 1,364,261
210 - Drain Fund	\$ 155,343	\$ 810,935	\$ 936,021	\$ 1,053,779	\$ -	\$ 16,476,741
263 - PEG Cable Fund	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
400 - Capital Improvement Program (CIP) Fund	\$ -	\$ 770,000	\$ 848,900	\$ -	\$ -	\$ 8,080,470
402 - Gun Range Facility Fund	\$ -	\$ -	\$ -	\$ 325,040	\$ -	\$ -
590 - Ice Arena Fund	\$ 175,200	\$ 25,330	\$ 30,000	\$ 425,800	\$ 144,500	\$ 215,500
592 - Water & Sewer	\$ 2,711,063	\$ 4,009,803	\$ 3,912,117	\$ 5,913,588	\$ 3,810,684	\$ 4,134,746
594 - Senior Housing Fund	\$ 50,750	\$ 14,350	\$ 284,800	\$ 349,560	\$ 210,000	\$ -
TOTAL	\$ 14,657,781	\$ 16,640,779	\$ 17,251,930	\$ 21,428,745	\$ 26,152,062	\$ 124,135,826

FY 2019-20 Capital Improvements by Fund





CAPITAL IMPROVEMENT PROGRAM AND DEBT

Program Funding

There are multiple methods available to local governments for financing capital improvement projects. Since capital improvements require large outlays of capital for any given project, it is often necessary to pursue multiple creative solutions for financing projects.

General Obligation (G.O.) Bonds

These types of bonds are especially useful for financing large municipal projects such as infrastructure improvements. They require voter approval and usually are used for projects that will benefit the residents of the entire community.

When the City sells G.O. Bonds, the purchaser is basically lending money to the City. The amount of the bond, plus interest is repaid through property taxes that the City, as the issuing authority, has the power to levy at the level necessary and within State guidelines to retire the debt.

A variation of the G.O. Bonds is the G.O. Limited Tax Bonds which can be repaid through tax millage. The interest rate for this type of issue is slightly higher than for the G.O. Bonds, and though voter approval is not required, a referendum period is afforded to the citizenry to challenge the proposed bond resolution.

Revenue Bonds

These bonds are generally sold as a means for constructing revenue-producing facilities such as water and sewer systems, and other such facilities that produce tolls, fees, rental charges, etc. (i.e. Novi Ice Arena, and Meadowbrook Commons). Security for and payment of revenue bonds are typically based upon the revenue-producing facility or activity rather than the economic or taxpaying base.

Federal Grants

Funding is made available to cities through Federal grants and programs. Grants are usually subject-specific, and require application by the local government for consideration. Amounts of grants vary, and are determined by the grantor through criteria-based processes. The availability of grants is usually a competitive process, so creative and effective grant writing is crucial to receiving funding for capital improvement projects.

Building Authority

The City of Novi has a Building Authority that functions as a mechanism to facilitate the selling of bonds to finance public improvements. These bonds can be used as funding for buildings and recreational uses. Though voter approval is not required, a referendum period is afforded to the citizenry to challenge the proposed bond resolution. This is the mechanism used in the construction of the ice arena and the older adult housing facility.

Enterprise Funds

Enterprise funds are typically established for services such as water, sewer, recreation, and housing. Revenues are generated primarily through user charges and connection fees from those who benefit from the improvements.



CAPITAL IMPROVEMENT PROGRAM AND DEBT

Developer Contributions

Developers, as part of subdivision and site planning requirements, may provide infrastructure, open space and recreational facilities. Developers may contribute a share of funds to the government entity, or install the facilities themselves as local need arises, and/or during the construction process. Once completed, the local government entity may agree to maintain the facilities.

Special Assessments

Special assessment financing allows local government to collect special taxes from owners of property directly benefiting from capital improvements. These types of improvements often include streets and sidewalks, sanitary sewer, storm drainage, and water distribution systems.

Gas and Weight Tax

The City of Novi receives a formula-rated share of motor fuel and highway usage taxes from the State of Michigan to be utilized for transportation and maintenance-related projects.

Millage

Property taxes are based upon the local millage rate. Revenue received from property taxes may be used for capital improvements as part of the General Fund, but such improvements are usually smaller scale and less expensive.

General Fund

The General Fund for the City of Novi may be used for capital improvements; however, it is not the intent of the CIP to earmark these funds for projects. Instead, smaller scale, less expensive capital projects with a high priority could be funded as line-items.

State Shared Revenue

In addition to the Gas and Weight Taxes above which are shared revenue, the City receives its share of various taxes and fees from programs and requirements by the State of Michigan.

Public/Private Partnership

This type of financing has become increasingly popular in areas where creative financing is fostered. In many communities the local revenue share may not support some types of public improvements. In contrast, private developers may avoid taking on a project where the infrastructure cost far exceeds profitability. This method of funding brings both the public sector and private contributor together to share in the costs of a project, or a part of a project, which inevitably lessens the overall financial burden falling onto a single source.

Miscellaneous Funding

There are additional methods that are suitable for funding capital improvements. Examples of alternative funding methods are Tax Increment Financing (TIF), Impact Fees, Facility User Fees, etc. Current State legislation does not permit some of these funding methods, which have been used successfully in other states. Changes in legislation could see these and other innovative methods permitted in the future.

CAPITAL IMPROVEMENT PROGRAM AND DEBT

CIP Expenditures by Category

The following is a table that summarizes the City's cost, as well as the leveraged funds, for all CIP projects by CIP category.

		Budget	Projected		Forecast		
		Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25 to 2034-35
Roads	Leveraged Funds	\$ 373,600	\$ -	\$ -	\$ -	\$ -	\$ -
	City Costs	\$ 8,560,496	\$ 6,841,703	\$ 7,985,481	\$ 9,820,663	\$ 18,216,785	\$ 78,272,819
Intersections & Signals	Leveraged Funds	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -
	City Costs	\$ 25,000	\$ 1,144,866	\$ 523,372	\$ 321,176	\$ 1,166,032	\$ 753,711
Sidewalks & Pathways	Leveraged Funds	\$ -	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -
	City Costs	\$ 483,539	\$ 1,511,552	\$ 903,864	\$ 1,272,088	\$ 224,680	\$ 14,274,678
Storm Sewer & Drainage	Leveraged Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	City Costs	\$ 155,343	\$ 810,935	\$ 826,021	\$ 1,053,779	\$ -	\$ 16,476,741
Sanitary Sewer	Leveraged Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	City Costs	\$ 873,528	\$ 1,926,074	\$ 2,793,168	\$ 1,670,000	\$ 2,374,456	\$ 1,670,000
Water Distribution	Leveraged Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	City Costs	\$ -	\$ 995,729	\$ 933,382	\$ 4,243,588	\$ 1,354,368	\$ 2,380,186
Parks, Recreation, & Cultural Services	Leveraged Funds	\$ 308,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
	City Costs	\$ 717,640	\$ 266,122	\$ 277,815	\$ 1,364,501	\$ 2,026,901	\$ 7,364,261
Parking Lots	Leveraged Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	City Costs	\$ 1,293,432	\$ 152,978	\$ -	\$ 225,800	\$ -	\$ -
Buildings & Property	Leveraged Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	City Costs	\$ 955,947	\$ 621,580	\$ 1,661,660	\$ 950,760	\$ 621,550	\$ 404,350
Machinery & Equipment	Leveraged Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	City Costs	\$ 1,541,906	\$ 2,306,240	\$ 1,259,867	\$ 426,390	\$ 81,860	\$ 2,539,080
Technology	Leveraged Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	City Costs	\$ 50,950	\$ 63,000	\$ 87,300	\$ 80,000	\$ 85,430	\$ -
TOTAL		\$ 15,339,381	\$ 18,690,779	\$ 17,251,930	\$ 21,428,745	\$ 26,152,062	\$ 124,135,826

The CIP categories mentioned in this table are defined on the following pages and include graphs to help illustrate the CIP projects included within each category.

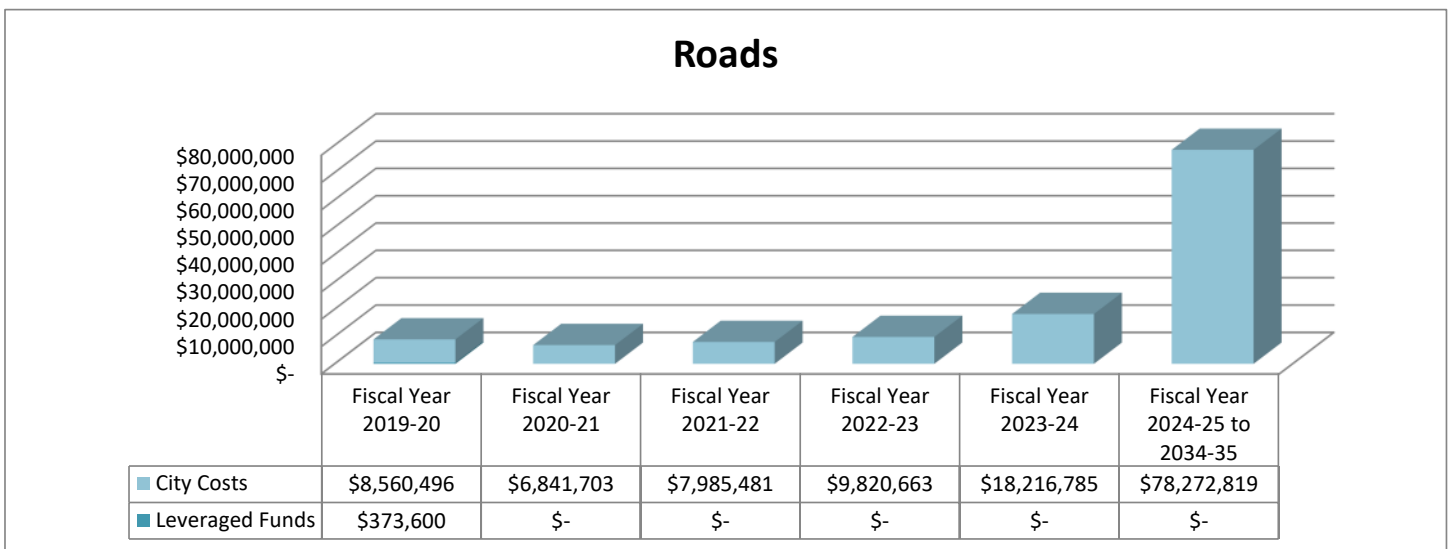
CAPITAL IMPROVEMENT PROGRAM AND DEBT

Roads

Transportation-related issues are a high priority for the City of Novi. The Capital Improvement Program addresses traffic congestion by constructing new roadways, adding lanes to existing roadways, widening intersections, and enhancing traffic management systems. The maintenance and preservation of roadways is an important component of the program, which provides the necessary resources for scheduled pavement maintenance applications throughout the City.

The City of Novi contains both public and private roadways. Public roads (I-96, I-275 and M-5) are owned and operated by the Michigan Department of Transportation (MDOT), the Road Commission of Oakland County (RCOC), and the City of Novi. Private roads are owned and operated by private developments and homeowner groups. The City currently maintains approximately 204 miles of major roads and Neighborhood Streets. In order to define priorities and establish a course of action for the local street and major road rehabilitation programs, the City has a formal asset management program that categorizes roads based on their Pavement Surface Evaluation and Rating (PASER). Roads in poor condition would be candidates for reconstruction or rehabilitation. Those in fair condition would receive capital preventive maintenance, while roads in good condition would be candidates for routine maintenance work. The lowest rated roads in each of these categories would generally be addressed first.

Road projects in the City's CIP plan are funded from a dedicated road millage that was approved by voters to provide 1.5 mills, generating between \$4.9 and \$5.8 million dollars per year of which \$3.2 - \$4.2 million go to help fund neighborhood road rehabilitation and construction.



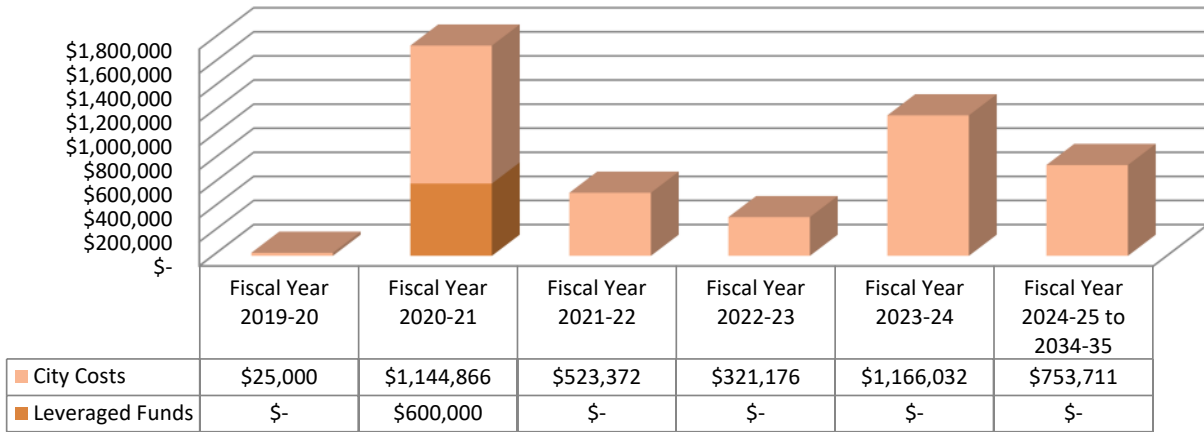
CAPITAL IMPROVEMENT PROGRAM AND DEBT

Intersection and Signals

The City of Novi is 32 square miles with 191 miles of major and neighborhood roads. To facilitate safe motorized and non-motorized transportation throughout the City safe road and street intersections and traffic signals need to be designed and maintained year in and year out. Sample projects found in this category are new traffic signals at City intersections, pedestrian crossing signals, turn lanes on major roads and roundabouts at key intersections to calm traffic.

Funding for proposed projects come from a variety of sources Major, Local and Municipal Street funds, and various grant programs that fund traffic related projects.

Intersections and Signals

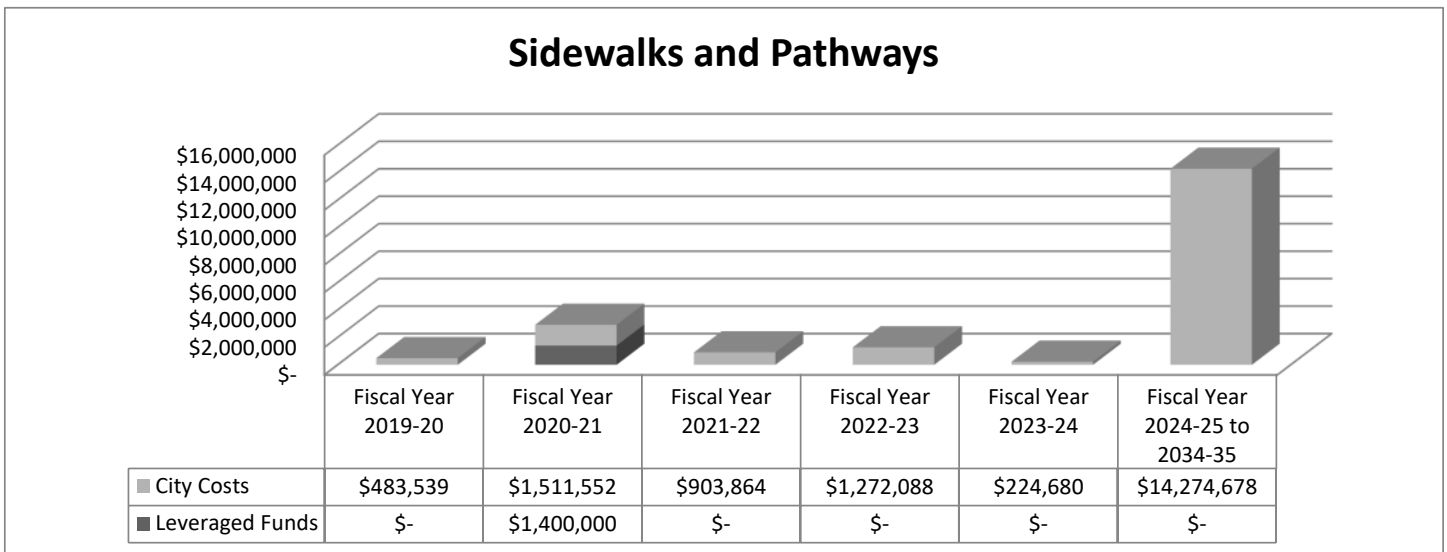


CAPITAL IMPROVEMENT PROGRAM AND DEBT

Sidewalk and Pathways

The City of Novi is committed to providing non-motorized sidewalks and pathways in an effort to provide alternative modes of transportation for citizens and stakeholders alike. In this effort the City Council adopted a Non-Motorized Master Plan. It recommends the installation of bike routes and wayfinding signage along residential streets to enhance the existing neighborhood connections. The City of Novi has had a long standing interest in providing pathways and sidewalks to connect neighborhoods with destinations throughout the City and Region. Currently the City has over 293 miles of pathways and sidewalks. The Capital Improvement Plan incorporates plans and efforts and preferences of the Non-Motorized Plan.

Walkable Novi Committee along with the analysis from the City's Engineering Division makes recommendations to fill the non-motorized gaps throughout the City. A portion of the City's road millage goes toward financing sidewalk and pathway projects in the City of Novi.



CAPITAL IMPROVEMENT PROGRAM AND DEBT

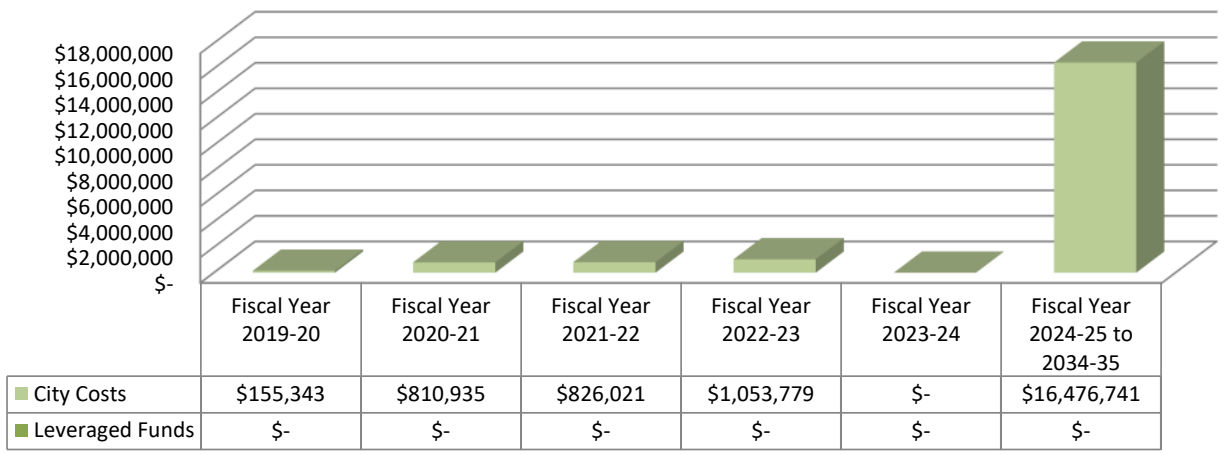
Storm Sewer & Drainage

The City of Novi is located within two major watersheds in southeast Michigan (the Rouge River Watershed and the Huron River Watershed). Novi is committed to protecting the water courses within and downstream of the community.

As development occurs, the additional impervious surface area impacts the effective drainage of these flows, driving the need for drainage infrastructure. The City partners with the development community to ensure that onsite drainage issues are addressed during the development process.

The City's Capital Improvement Program addresses regional drainage issues through the drainage projects contained herein. Drainage projects are funded by a dedicated millage for acquiring, constructing, improving, and maintaining drain, storm water, and flood control systems in the City of Novi.

Storm Sewer and Drainage



CAPITAL IMPROVEMENT PROGRAM AND DEBT

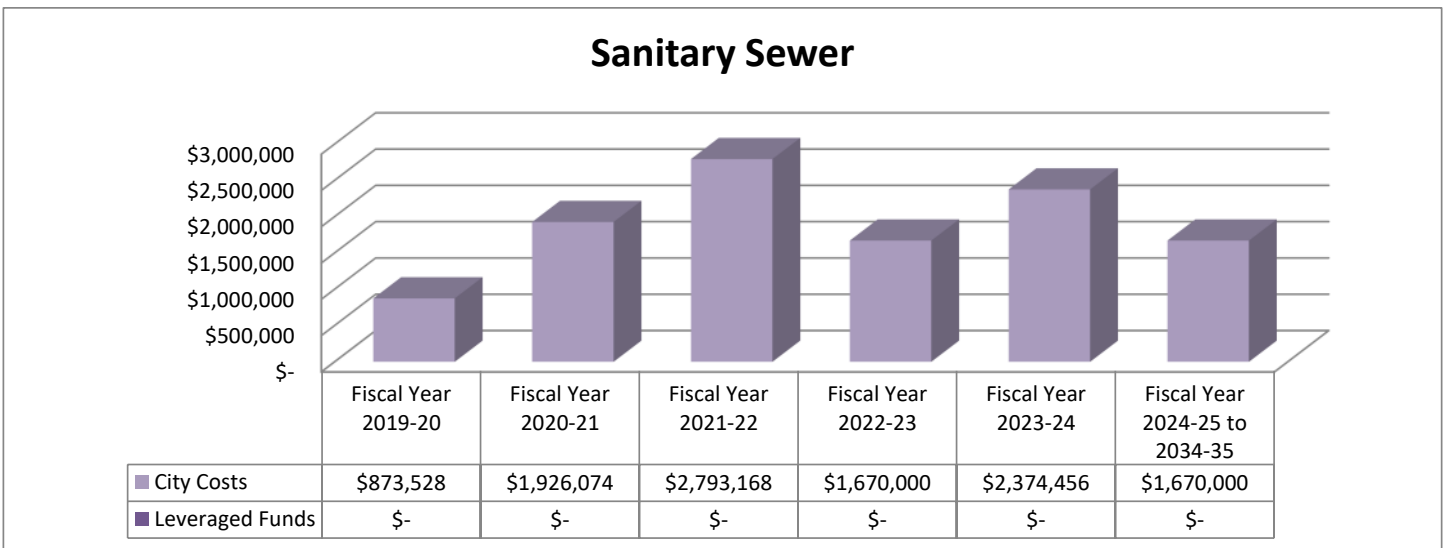
Sanitary Sewer

The City of Novi purchases sewage disposal services from Oakland County Water Resources Commissioner (OCWRC). The City currently has approximately 285 miles of sanitary sewer mains. These sewer mains are part of three separate districts: the Wayne County North Huron Valley/Rouge Valley (NHV/RV) System, South Commerce Township Treatment Plant, and the Walled Lake-Novı Treatment Plant. The majority of the City is served by the NHV/RV system. The City of Novi Water & Sewer Fund, the Oakland County Water Resource Commission (OCWRC) and the Detroit Water & Sewerage Department (DWSD) are all not-for profit entities and therefore rates are intended and required to only cover costs.

The development of the proposed sanitary sewer projects were based upon system deficiencies and needs obtained from area residents, business owners, and City staff. These projects are coordinated with storm water management, roadway, and pathway improvements to maximize cost savings through economies of scale, resulting in a more effective and efficient process to implement the construction projects.

The proposed water and sanitary sewer projects are flexible, allowing for the addition of new improvements to address specific needs without deferring other projects along the way. Studies and analysis of the existing system is an on-going program that, coupled with new technologies, provides for improved system capabilities and reliability.

Water and sanitary sewer projects identified as urgent are not subject to the rating/weighting scale required of capital improvement. Projects included in this category are funded by the City's Water and Sewer Fund which is financed through user rates and connection fees.



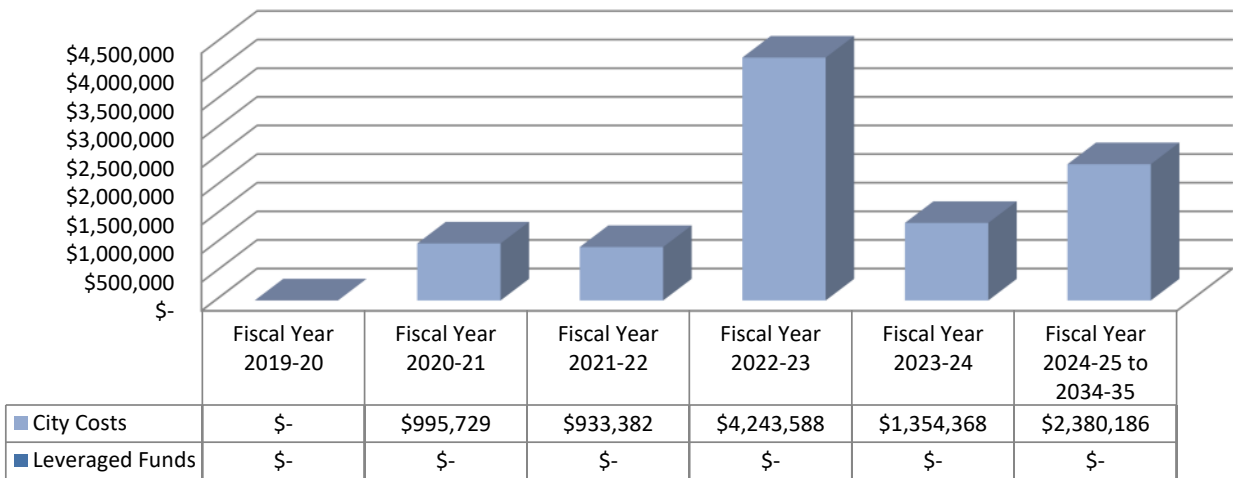
CAPITAL IMPROVEMENT PROGRAM AND DEBT

Water Distribution

The City of Novi purchases treated water from Detroit Water and Sewerage Department (DWSD). DWSD operates the largest water system in the State of Michigan and supplies water to roughly four million people. Water production is costly. Aging water and wastewater treatment systems must be maintained and replaced to ensure reliable service. Rate increases are primarily due to new and rehabilitative projects that are completed under the DWSD Capital Improvement Programs. DWSD rates reflect energy costs to maintain water pumps, water mains, and storage tanks necessary to transport water to our community.

The City is responsible for 359 miles of water main pipe, 4,344 fire hydrants and 14,456 water service connections. Projects included in this category are funded by the City's Water and Sewer Fund which is financed through user rates and connection fees.

Water Distribution

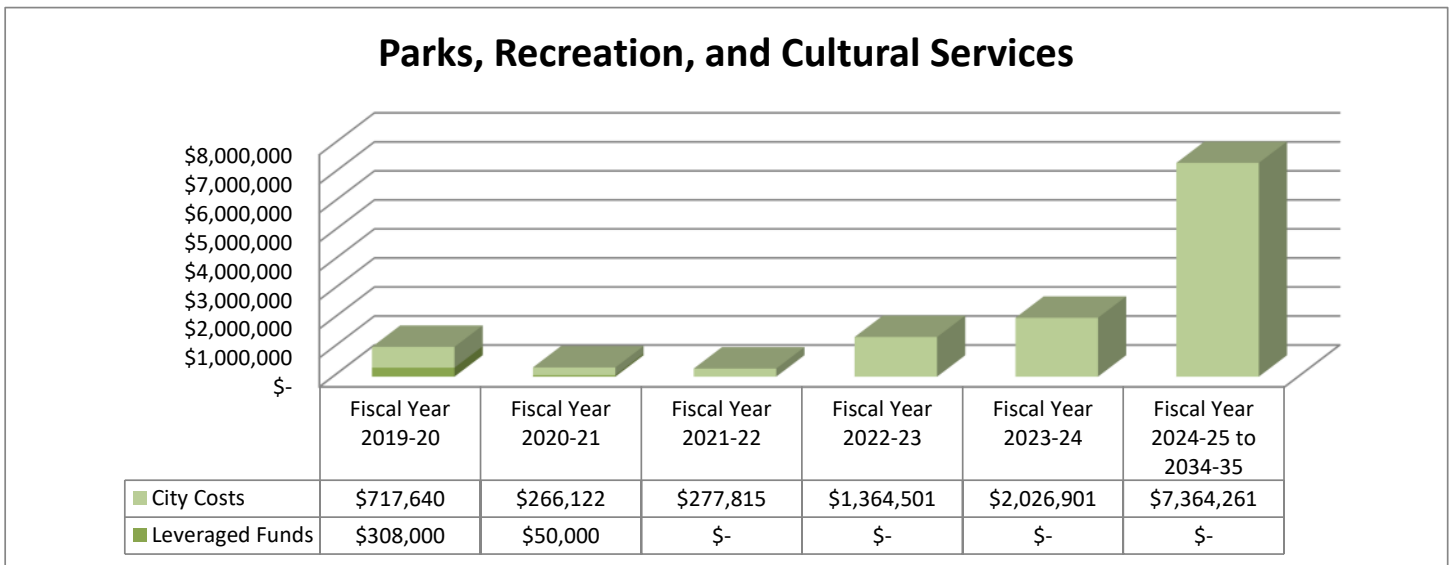


CAPITAL IMPROVEMENT PROGRAM AND DEBT

Parks, Recreation and Cultural Services

Quality of life initiatives, such as those represented by parks; open space, and trails projects, are an important component of the Capital Improvement Program. The City of Novi Department of Parks, Recreation and Cultural Services offers lighted ball fields, extensive picnic grounds, shaded playgrounds, beaches, an urban lake, and much, much more. Neighborhood parks provide recreational amenities close to home, while the city's ever-growing network of trails accommodates walkers, joggers, strollers, bicyclists, roller bladders, and equestrians.

Funding for parks, open space, and cultural events is primarily from the Parks and Recreation dedicated millage that was established for maintaining parks and recreation purposes. The dedicated millage and impact fees make up the main funding source for Parks, Recreation and Cultural Services.

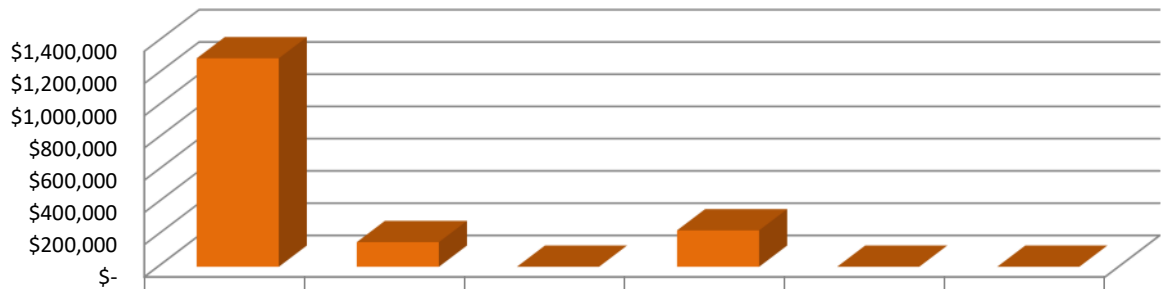


CAPITAL IMPROVEMENT PROGRAM AND DEBT

Parking Lots

In addition to the “bricks and mortar” at the various operating facilities within the City of Novi, there are a substantial number of parking lots. The City maintains the lots through annual budget appropriations but replacement and/or improvement of the lots fall under the capital improvement program. The parking lots include all those at public services facilities, police and fire stations, senior housing, ice arena and the civic center (parking lots for parks are included in the Parks, Recreation, and Cultural Services category.)

Parking Lots



	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25 to 2034-35
City Costs	\$1,293,432	\$152,978	\$-	\$225,800	\$-	\$-
Leveraged Funds	\$-	\$-	\$-	\$-	\$-	\$-

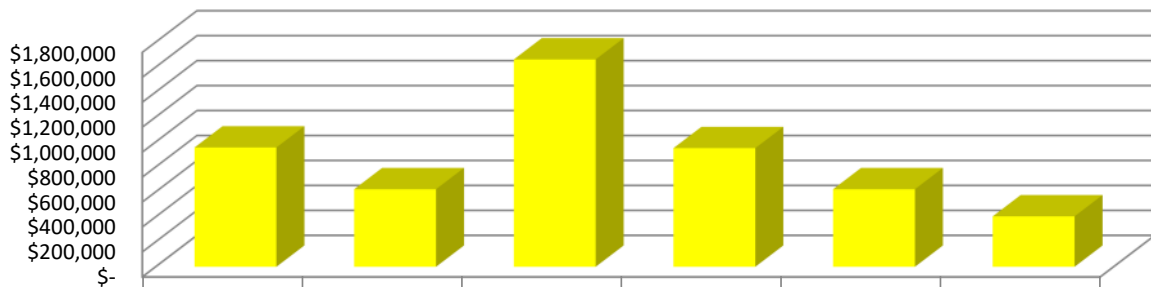
CAPITAL IMPROVEMENT PROGRAM AND DEBT

Buildings and Property

Operational facilities are the “bricks and mortar” from which the City of Novi provides services to its residents and businesses. Increasingly, operational facilities also include the systems that facilitate service delivery in the information age. Projects include the construction of new facilities, as well as the maintenance, rehabilitation, renovation, and expansion of existing facilities.

Operational facilities projects are funded from a variety of different sources, depending on the use of the facility. Sources mainly are tied to the General Fund and leveraged funds.

Buildings and Property



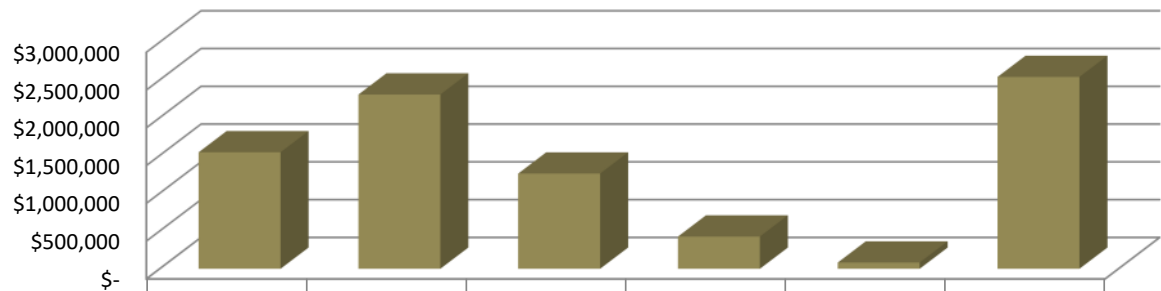
	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25 to 2034-35
■ City Costs	\$955,947	\$621,580	\$1,661,660	\$950,760	\$621,550	\$404,350
■ Leveraged Funds	\$-	\$-	\$-	\$-	\$-	\$-

CAPITAL IMPROVEMENT PROGRAM AND DEBT

Machinery and Equipment

Novi employees depend on dependable equipment to allow and assist them to do their jobs day in and day out. The equipment comes in many forms, plow trucks, generators, fire apparatus, etc., the equipment that literally keeps the City of Novi moving. Novi City Council has established the precedent over the years in providing Novi employees with the tools necessary to do their job and provide the best level of service to the community. A number of varied funding sources can be used to finance the equipment necessary to efficiently deliver service: General, Drain, Forfeiture, Gun Range, PEG Cable, Capital Improvement Program (CIP), Ice Arena, Senior Housing, and Water and Sewer funds.

Machinery and Equipment

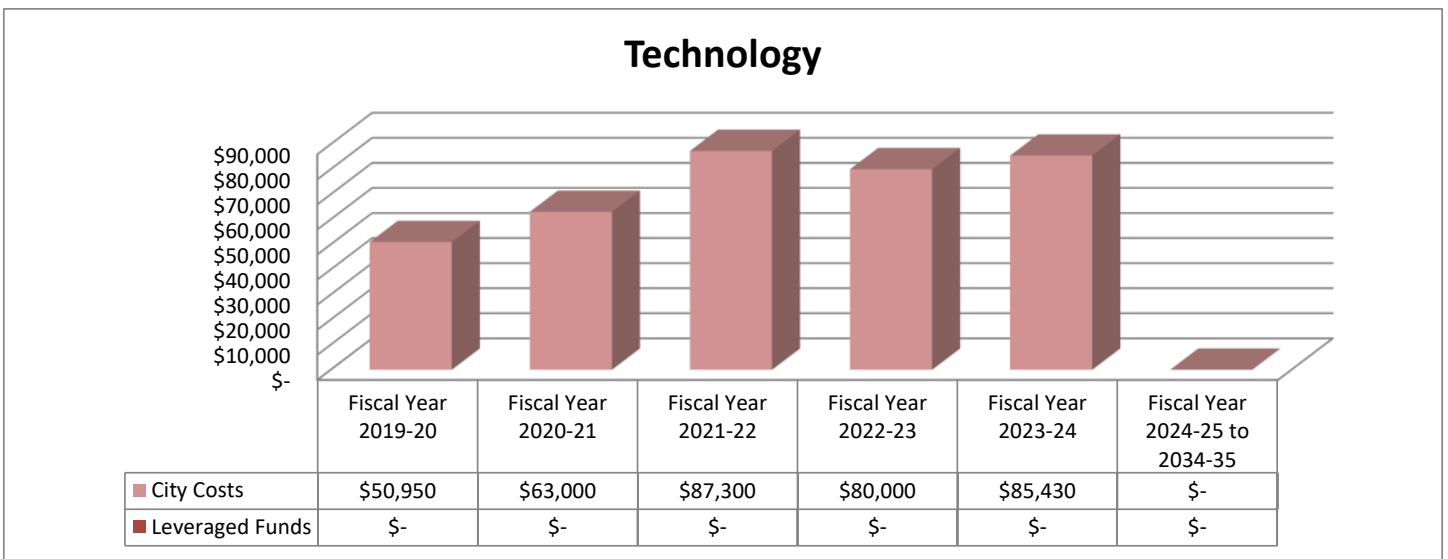


	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25 to 2034-35
■ City Costs	\$1,541,906	\$2,306,240	\$1,259,867	\$426,390	\$81,860	\$2,539,080
■ Leveraged Funds	\$-	\$-	\$-	\$-	\$-	\$-

CAPITAL IMPROVEMENT PROGRAM AND DEBT

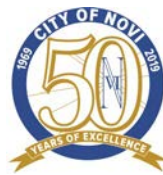
Technology

The City of Novi continues to provide its customers and employees with the latest technology to support outstanding customer services. Technology includes items such as servers, storage and scanners for employees as well as items like security cameras, water and sewer flow monitors and alarms to ensure our customers are safe and have uninterrupted services.



CIP Summary

On the following pages is the summary of the CIP program which lists each project by CIP category. It provides a CIP project number, a brief description of each project, the funding source, includes an estimated total project cost, includes any estimated outside leverage, includes estimated City cost, and the year each project is scheduled to be funded.



Capital Improvement Program (CIP)

FY 2019-20 Budget

<https://cip.cityofnovi.org/>

Project ID#	PROJECT DESCRIPTION	FUNDING SOURCE	TOTAL			BUDGET FY 2019-20		PROJECTED FY 2020-21		PROJECTED FY 2021-22		FY 2022-23		FORECAST FY 2023-2024		FY 2024-2025 to FY 2034-2035		
			PROJECT BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	
ROADS																		
1	102-01	Neighborhood Roads Rehabilitation, Repaving, and Reconstruction Program	LOCAL STREET FUND 203	\$ 15,800,000	\$ -	\$ 15,800,000		\$ 2,700,000		\$ 2,800,000		\$ 2,800,000		\$ 2,500,000		\$ 2,500,000		\$ 2,500,000
2	ENG002	Concrete Panel Repair Program	LOCAL STREET FUND 203	\$ 2,850,000	\$ -	\$ 2,850,000		\$ 1,000,000		\$ 1,000,000		\$ 400,000		\$ 150,000		\$ 150,000		\$ 150,000
3	092-50	Flint Street Realignment/Reconstruction - Phase 1 (Novi Road/Grand River Avenue intersection bypass) - aka Southwest Quadrant Ring Road secured reimbursable outside funding \$244,897: \$81,633 over 3 years beginning FY 2016-17; net of design	LOCAL STREET FUND 203	\$ 2,045,968	\$ -	\$ 2,045,968		\$ 2,045,968										
4	ENG009	Cabot Drive Reconstruction (12 Mile Road to 13 Mile Road) and Lewis Drive Reconstruction (Cabot Drive to Haggerty Road) net of design	MAJOR STREET FUND 202	\$ 1,492,322	\$ -	\$ 1,492,322		\$ 1,492,322										
5	ENG008	Lee BeGole Drive Reconstruction (11 Mile Road to Terminus)	MAJOR STREET FUND 202	\$ 1,068,910	\$ -	\$ 1,068,910		\$ 1,068,910										
6	FLD042	DTE-Owned Streetlights LED Conversion (365 Streetlights)	MUNICIPAL STREET FUND 204	\$ 137,854	\$ -	\$ 137,854		\$ 137,854										
7	ENG035	Novi Road Bridge over I-96 Repairs MDOT; City Share 20%	MUNICIPAL STREET FUND 204	\$ 489,042	\$ 373,600	\$ 115,442	\$ 373,600	\$ 115,442										
8	ENG036	Lee BeGole Drive Extension (Terminus to Crescent Boulevard)	MAJOR STREET FUND 202	\$ 1,623,581	\$ -	\$ 1,623,581				\$ 1,623,581								
9	162-02	Taft Road Rehabilitation (City Limits to 9 Mile Road)	MAJOR STREET FUND 202	\$ 1,071,121	\$ -	\$ 1,071,121				\$ 1,071,121								
10	112-01	Sixth Gate Reconstruction (Paul Bunyan to Grand River Avenue) net of design	LOCAL STREET FUND 203	\$ 347,001	\$ -	\$ 347,001				\$ 347,001								
11	102-05	Taft Road Rehabilitation (9 Mile Road to 10 Mile Road)	MAJOR STREET FUND 202	\$ 1,766,599	\$ -	\$ 1,766,599					\$ 1,766,599							
12	102-04	Old Novi Road Rehabilitation (Novi Road to 13 Mile Road)	MAJOR STREET FUND 202	\$ 738,057	\$ -	\$ 738,057					\$ 738,057							
13	ENG037	13 Mile Road Rehabilitation (Old Novi Road to Novi Road)	MAJOR STREET FUND 202	\$ 700,685	\$ -	\$ 700,685					\$ 700,685							
14	ENG010	Meadowbrook Road Rehabilitation (Cherry Hill Road to Grand River Avenue)	MAJOR STREET FUND 202	\$ 587,708	\$ -	\$ 587,708					\$ 587,708							
15	082-16	Trans-X Road Rehabilitation (Novi Road to Terminus)	MAJOR STREET FUND 202	\$ 535,248	\$ -	\$ 535,248					\$ 535,248							
16	ENG018	Meadowbrook Road Rehabilitation (11 Mile Road to I-96)	MAJOR STREET FUND 202	\$ 457,184	\$ -	\$ 457,184					\$ 457,184							
17	082-30	11 Mile Road Rehabilitation (Beck Road to Taft Road) net of design	MAJOR STREET FUND 202	\$ 2,093,246	\$ -	\$ 2,093,246						\$ 2,093,246						
18	092-22	Wixom Road Rehabilitation & Left Turn Lane Addition (10 Mile Road to 11 Mile Road)	MAJOR STREET FUND 202	\$ 1,477,802	\$ -	\$ 1,477,802						\$ 1,477,802						
19	152-10	12 Mile Road Reconstruction and Sidewalk (Medina Boulevard to City Limits) RCOC / Wixom; City Share unknown	MUNICIPAL STREET FUND 204	\$ 1,135,512	\$ -	\$ 1,135,512						\$ 1,135,512						
20	ENG020	11 Mile Road Rehabilitation (Meadowbrook Road to Seeley Road)	MAJOR STREET FUND 202	\$ 776,200	\$ -	\$ 776,200						\$ 776,200						
21	ENG038	Flint Street Realignment/Reconstruction - Phase 2 (Novi Road/Grand River Avenue intersection bypass; future Bond Street connection to Crescent Blvd) - aka Southwest Quadrant Ring Road	LOCAL STREET FUND 203	\$ 671,767	\$ -	\$ 671,767						\$ 671,767						
22	ENG021	14 Mile Road Rehabilitation (East Lake Drive to Novi Road) RCOC / Walled Lake; City Share unknown	MAJOR STREET FUND 202	\$ 598,600	\$ -	\$ 598,600						\$ 598,600						
23	ENG039	I-96 and I-696 Rehabilitation (Novi Road to City Limits) MDOT; City share 12.5%	MUNICIPAL STREET FUND 204	\$ 417,536	\$ -	\$ 417,536						\$ 417,536						
24	ENG011	Novi Road Rehabilitation (13 Mile Road to 14 Mile Road)	MAJOR STREET FUND 202	\$ 2,601,829	\$ -	\$ 2,601,829							\$ 2,601,829					
25	132-28	West Park Drive Rehabilitation (West Road to Pontiac Trail)	MAJOR STREET FUND 202	\$ 2,435,088	\$ -	\$ 2,435,088							\$ 2,435,088					
26	ENG012	14 Mile Road Rehabilitation (Novi Road to M-5) RCOC; City Share unknown	MUNICIPAL STREET FUND 204	\$ 2,260,173	\$ -	\$ 2,260,173							\$ 2,260,173					

Project ID#	PROJECT DESCRIPTION	FUNDING SOURCE	TOTAL			BUDGET		PROJECTED				FORECAST						
			PROJECT BUDGET	OUTSIDE FUNDING	CITY BUDGET	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-2024		FY 2024-2025 to FY 2034-2035		
						OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	
27	152-13	Wixom Road Rehabilitation (11 Mile Road to City Limits)	MAJOR STREET FUND 202	\$ 2,252,233	\$ -	\$ 2,252,233												
28	132-26	11 Mile Road Rehabilitation (Wixom Road to Beck Road) net of design	MAJOR STREET FUND 202	\$ 1,468,669	\$ -	\$ 1,468,669												\$ 2,252,233
29	ENG016	13 Mile Road Rehabilitation (M-5 to Haggerty)	MAJOR STREET FUND 202	\$ 1,341,797	\$ -	\$ 1,341,797												\$ 1,468,669
30	ENG015	13 Mile Road Rehabilitation (Meadowbrook Road to M-5)	MAJOR STREET FUND 202	\$ 1,337,480	\$ -	\$ 1,337,480												\$ 1,341,797
31	ENG013	Meadowbrook Road Reconstruction (Grand River Avenue to 11 Mile Road)	MAJOR STREET FUND 202	\$ 936,830	\$ -	\$ 936,830												\$ 1,337,480
32	ENG017	Seeley Road Rehabilitation (Grand River Avenue to 11 Mile Road)	MAJOR STREET FUND 202	\$ 932,686	\$ -	\$ 932,686												\$ 936,830
33	162-01	12 Mile Road Widening (Beck Road to Cabaret Drive) RCOC; City Share unknown	MUNICIPAL STREET FUND 204	\$ 16,339,576	\$ -	\$ 16,339,576												\$ 932,686
34	ENG040	a. Bridge over I-96 (Taff Road) MDOT; City Share unknown, b. Taff Road (paving from Grand River Avenue to new bridge & new bridge to 12 Mile Road) MDOT; City Share 100%, c. Nonmotorized Pathway (Grand River Avenue to 12 Mile Road) MDOT; City Share 100%	MUNICIPAL STREET FUND 204	\$ 14,707,872	\$ -	\$ 14,707,872												\$ 16,339,576
35	162-06	Beck Road Widening (10 Mile Road to 11 Mile Road); includes signal modernizations	MAJOR STREET FUND 202	\$ 11,895,065	\$ -	\$ 11,895,065												\$ 14,707,872
36	162-03	Beck Road Widening (9 Mile Road to 10 Mile Road); includes signal modernizations	MAJOR STREET FUND 202	\$ 9,467,588	\$ -	\$ 9,467,588												\$ 11,895,065
37	132-25	Beck Road Widening (8 Mile Road to 9 Mile Road); includes signal modernizations	MAJOR STREET FUND 202	\$ 9,243,176	\$ -	\$ 9,243,176												\$ 9,467,588
38	162-07	Beck Road Widening (11 Mile Road to Providence Drive/Central Park Boulevard) City Share 100%-pursue FAC/CMAQ funding	MAJOR STREET FUND 202	\$ 5,595,225	\$ -	\$ 5,595,225												\$ 9,243,176
39	142-05	12 Mile Road Boulevard Extension (Declaration Drive to Cabaret Drive) RCOC; City Share unknown	MUNICIPAL STREET FUND 204	\$ 3,490,832	\$ -	\$ 3,490,832												\$ 5,595,225
40	152-11	West Park Drive Rehabilitation (12 Mile Road to West Road)	MAJOR STREET FUND 202	\$ 2,107,106	\$ -	\$ 2,107,106												\$ 3,490,832
41	ENG041	9 Mile Road Regrading (Napier Road to Beck Road)	LOCAL STREET FUND 203	\$ 1,450,570	\$ -	\$ 1,450,570												\$ 2,107,106
42	132-27	11 Mile Road Rehabilitation (Taff Road to Clark Street) net of design	MAJOR STREET FUND 202	\$ 1,325,809	\$ -	\$ 1,325,809												\$ 1,450,570
TOTAL ROADS				\$ 130,071,547	\$ 373,600	\$ 129,697,947	\$ 373,600	\$ 8,560,496	\$ -	\$ 6,841,703	\$ -	\$ 7,985,481	\$ -	\$ 9,820,663	\$ -	\$ 18,216,785	\$ -	\$ 78,272,819

INTERSECTIONS AND SIGNALS

43	ENG022	Traffic Signal Backplate Installations RCOC; City Share 100%	MUNICIPAL STREET FUND 204	\$ 40,000	\$ -	\$ 40,000		\$ 25,000		\$ 15,000								
44	ENG042	Roundabout (Taff Road and 9 Mile Road) City Share 100%-pursue 2020 HSIP Grant (\$600k SDA)	MAJOR STREET FUND 202	\$ 1,729,866	\$ 600,000	\$ 1,129,866			\$ 600,000	\$ 1,129,866								
45	ENG043	Traffic Signal Modernization (Haggerty Road and 13 Mile Road) RCOC; City Share unknown-pursue 2021 HSIP grant	MUNICIPAL STREET FUND 204	\$ 396,444	\$ -	\$ 396,444					\$ 396,444							
46	132-05	Meadowbrook Road Right-Turn Lane Addition (Southbound at 11 Mile Road)	MAJOR STREET FUND 202	\$ 126,928	\$ -	\$ 126,928					\$ 126,928							
47	086-07	Traffic Signal Installation (Haggerty Road and Lewis Drive) RCOC; City Share 100%	MUNICIPAL STREET FUND 204	\$ 321,176	\$ -	\$ 321,176						\$ 321,176						
48	136-01	Traffic Signal Modernization (Novi Road and 13 Mile Road) RCOC; City Share 100%	MAJOR STREET FUND 202	\$ 418,696	\$ -	\$ 418,696												\$ 418,696
49	ENG044	Traffic Signal Modernization (Haggerty Road and 10 Mile Road) RCOC; City Share 100%	MUNICIPAL STREET FUND 204	\$ 404,241	\$ -	\$ 404,241												\$ 404,241
50	ENG045	Traffic Signal Modernization (Novi Road and 14 Mile Road) RCOC; City Share 100%	MUNICIPAL STREET FUND 204	\$ 343,095	\$ -	\$ 343,095												\$ 343,095
51	ENG046	Traffic Signal Modernization (Haggerty Road and 9 Mile Road) RCOC; City Share 100%	MUNICIPAL STREET FUND 204	\$ 417,973	\$ -	\$ 417,973												\$ 417,973
52	146-01	Traffic Signal Modernization (South Lake Drive and West Park Drive) RCOC; City Share 100%	MUNICIPAL STREET FUND 204	\$ 335,738	\$ -	\$ 335,738												\$ 335,738
TOTAL INTERSECTIONS AND SIGNALS				\$ 4,534,157	\$ 600,000	\$ 3,934,157	\$ -	\$ 25,000	\$ 600,000	\$ 1,144,866	\$ -	\$ 523,372	\$ -	\$ 321,176	\$ -	\$ 1,166,032	\$ -	\$ 753,711

SIDEWALKS AND PATHWAYS

53	125-053	Segment 53 -- Beck Road (West Side; 11 Mile Road to Bosco Fields) - 8' Pathway	MUNICIPAL STREET FUND 204	\$ 256,331	\$ -	\$ 256,331		\$ 256,331										
54	ENG047	Sidewalk & Pathway Improvements MDOT; City Share unknown - pursue SAFE Route to Schools Grant \$200,000 per school campus; \$1,400,000 TOTAL	MUNICIPAL STREET FUND 204	\$ 2,561,515	\$ 1,400,000	\$ 1,161,515		\$ 180,368	\$ 1,400,000	\$ 981,147								
55	135-51	Segment 51 -- 10 Mile Road (North side; Dinser Drive to Woodham) - 6' Sidewalk	MUNICIPAL STREET FUND 204	\$ 456,660	\$ -	\$ 456,660		\$ 46,840		\$ 409,820								
56	ENG030	Segment 66 -- Grand River Avenue (South side; Sixth Gate to Main Street) - 8' Pathway	MUNICIPAL STREET FUND 204	\$ 120,585	\$ -	\$ 120,585				\$ 120,585								

Project ID#	PROJECT DESCRIPTION	FUNDING SOURCE	TOTAL			BUDGET		PROJECTED				FORECAST						
			PROJECT BUDGET	OUTSIDE FUNDING	CITY BUDGET	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-2024		FY 2024-2025 to FY 2034-2035		
						OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	
57	125-119	Segment 119 -- Meadowbrook Road (East Side; 8 Mile Road to 9 Mile Road) - 6' Sidewalk	MUNICIPAL STREET FUND 204	\$ 903,864	\$ -	\$ 903,864						\$ 903,864						
58	115-0002	Non-Motorized Crossing of I-96 at Novi Road (West Side; Crescent Boulevard to West Oaks Drive) - 8' Pathway	MUNICIPAL STREET FUND 204	\$ 859,182	\$ -	\$ 859,182							\$ 859,182					
59	10-5007	Segment NC4 -- Neighborhood Connector (Main Street to Meadowbrook Glens) - 6' Sidewalk	MUNICIPAL STREET FUND 204	\$ 412,906	\$ -	\$ 412,906							\$ 412,906					
60	ENG048	Segment 103 -- Napier Road (East side; Sports Park Drive to Park Place Drive) - 8' Pathway	MUNICIPAL STREET FUND 204	\$ 224,680	\$ -	\$ 224,680								\$ 224,680				
61	085-84	Segment 84A & 84B -- Meadowbrook Road (East side; 9 Mile Road to 10 Mile Road) - 6' Sidewalk	MUNICIPAL STREET FUND 204	\$ 2,691,329	\$ -	\$ 2,691,329											\$ 2,691,329	
62	115-0003	M-5/I-275 Regional Trail Connection - Phase II * Meadowbrook Road (East Side; 12 Mile Road to 13 Mile Road) - 10' Pathway *13 Mile Road (North Side; Meadowbrook Road to M-5) - 10' Pathway	MUNICIPAL STREET FUND 204	\$ 2,310,650	\$ -	\$ 2,310,650											\$ 2,310,650	
63	085-81	Segment 81A & 81B -- 10 Mile Road (South Side; Meadowbrook Road to Haggerty Road) - 8' Pathway	MUNICIPAL STREET FUND 204	\$ 1,774,770	\$ -	\$ 1,774,770											\$ 1,774,770	
64	145-64	Segment 64 -- Taff Road (East side; 10 Mile Road to 11 Mile Road) - 6' Sidewalk	MUNICIPAL STREET FUND 204	\$ 1,428,256	\$ -	\$ 1,428,256											\$ 1,428,256	
65	095-93	Segment 93 -- 9 Mile Road (North side; Taff Road to Novi Road) - 6' Sidewalk	MUNICIPAL STREET FUND 204	\$ 1,351,655	\$ -	\$ 1,351,655											\$ 1,351,655	
66	145-38	Segment 38 -- Beck Road (East side; 11 Mile Road to Grand River Avenue) - 6' Sidewalk	MUNICIPAL STREET FUND 204	\$ 1,079,466	\$ -	\$ 1,079,466											\$ 1,079,466	
67	105-90	Segment 90 -- 10 Mile Road (South side; Novi Road to Chipmunk Trail) - 8' Pathway	MUNICIPAL STREET FUND 204	\$ 1,068,227	\$ -	\$ 1,068,227											\$ 1,068,227	
68	095-99	Segment 99 -- 10 Mile Road (South Side; Wixom Road to Beck Road) - 8' Pathway	MUNICIPAL STREET FUND 204	\$ 1,064,141	\$ -	\$ 1,064,141											\$ 1,064,141	
69	ENG049	Segment 104 -- Napier Road (East side; 8 Mile Road to Sports Park Drive) - 8' Pathway	MUNICIPAL STREET FUND 204	\$ 813,219	\$ -	\$ 813,219											\$ 813,219	
70	095-88	Segment 88 -- 9 Mile Road (North side; Novi Road to CSX Railroad) - 6' Sidewalk	MUNICIPAL STREET FUND 204	\$ 692,965	\$ -	\$ 692,965											\$ 692,965	
TOTAL SIDEWALKS AND PATHWAYS				\$ 20,070,401	\$ 1,400,000	\$ 18,670,401	\$ -	\$ 483,539	\$ 1,400,000	\$ 1,511,552	\$ -	\$ 903,864	\$ -	\$ 1,272,088	\$ -	\$ 224,680	\$ -	\$ 14,274,678

STORM SEWER AND DRAINAGE

71	ENG033	Headwall Repair - Lee BeGole Drive (east side)	DRAIN FUND 210	\$ 155,343	\$ -	\$ 155,343		\$ 155,343										
72	153-01	Sedimentation Dredging - Bishop Creek (north of 11 Mile Road; west of Meadowbrook Road)	DRAIN FUND 210	\$ 810,935	\$ -	\$ 810,935			\$ 810,935									
73	093-10	Streambank Stabilization - Middle Rouge River (along Rotary Park)	DRAIN FUND 210	\$ 565,138	\$ -	\$ 565,138				\$ 565,138								
74	ENG034	Basin Repairs - Orchard Hill Place	DRAIN FUND 210	\$ 260,883	\$ -	\$ 260,883					\$ 260,883							
75	133-08	Streambank Stabilization - Middle Rouge River (near Meadowbrook Lake)	DRAIN FUND 210	\$ 1,053,779	\$ -	\$ 1,053,779						\$ 1,053,779						
76	153-02	Storm Drainage Improvement Pilot Project (Section 25)	DRAIN FUND 210	\$ 15,059,183	\$ -	\$ 15,059,183											\$ 15,059,183	
77	ENG050	Basin Cleanout - Bishop Creek Regional (north of Grand River Avenue; west of Meadowbrook Road)	DRAIN FUND 210	\$ 1,305,361	\$ -	\$ 1,305,361											\$ 1,305,361	
78	ENG051	Basin Cleanout - Leavenworth Regional (south of Grand River Avenue; east of Taff Road)	DRAIN FUND 210	\$ 112,197	\$ -	\$ 112,197											\$ 112,197	
TOTAL STORM SEWER AND DRAINAGE				\$ 19,322,819	\$ -	\$ 19,322,819	\$ -	\$ 155,343	\$ -	\$ 810,935	\$ -	\$ 826,021	\$ -	\$ 1,053,779	\$ -	\$ -	\$ -	\$ 16,476,741

Project ID#	PROJECT DESCRIPTION	FUNDING SOURCE	TOTAL			BUDGET		PROJECTED				FORECAST						
			PROJECT BUDGET	OUTSIDE FUNDING	CITY BUDGET	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-2024		FY 2024-2025 to FY 2034-2035		
						OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	
SANITARY SEWER																		
79	WTS028	Walled Lake District Sanitary Sewer Repairs - Year 1 (WRC)	WATER AND SEWER FUND 592	\$ 511,663	\$ -	\$ 511,663		\$ 511,663										
80	WTS024	Sanitary Sewer Main Rehabilitation - YEAR 2	WATER AND SEWER FUND 592	\$ 361,865	\$ -	\$ 361,865		\$ 361,865										
81	WTS029	Walled Lake District Sanitary Sewer Repairs - Year 2 (WRC)	WATER AND SEWER FUND 592	\$ 547,228	\$ -	\$ 547,228			\$ 547,228									
82	WTS023	Residential Footing Drain Disconnection Project	WATER AND SEWER FUND 592	\$ 500,000	\$ -	\$ 500,000			\$ 500,000									
83	WTS035	I-96 Sanitary Sewer Crossing Project and West Oak Pump Station Abandonment	WATER AND SEWER FUND 592	\$ 485,798	\$ -	\$ 485,798			\$ 485,798									
84	WTS026	Sanitary Sewer Force Main Replacement - Hilton Station	WATER AND SEWER FUND 592	\$ 393,048	\$ -	\$ 393,048			\$ 393,048									
85	WTS022	Rouge Valley Sanitary Disposal System Improvements (Long Term Corrective Action Plan (LTCAP)) Wayne County	WATER AND SEWER FUND 592	\$ 6,680,000	\$ -	\$ 6,680,000				\$ 1,670,000		\$ 1,670,000		\$ 1,670,000		\$ 1,670,000		
86	WTS013	Lanny's Influent Sanitary Sewer Capacity Upgrades	WATER AND SEWER FUND 592	\$ 569,061	\$ -	\$ 569,061				\$ 569,061								
87	WTS012	Drakes Bay Effluent Sanitary Sewer Capacity Upgrades	WATER AND SEWER FUND 592	\$ 554,107	\$ -	\$ 554,107				\$ 554,107								
88	WTS027	Sanitary Sewer Rehabilitation - Meadowbrook Glens Subdivision	WATER AND SEWER FUND 592	\$ 704,456	\$ -	\$ 704,456							\$ 704,456					
TOTAL SANITARY SEWER				\$ 11,307,226	\$ -	\$ 11,307,226	\$ -	\$ 873,528	\$ -	\$ 1,926,074	\$ -	\$ 2,793,168	\$ -	\$ 1,670,000	\$ -	\$ 2,374,456	\$ -	\$ 1,670,000
WATER DISTRIBUTION																		
89	091-06	PRV Redistricting (PRV at 12 Mile and Meadowbrook decommission; PRV at Novi Road and 13 Mile Road installation)	WATER AND SEWER FUND 592	\$ 995,729	\$ -	\$ 995,729			\$ 995,729									
90	WTS030	Water Main Replacement - Westminister Subdivision	WATER AND SEWER FUND 592	\$ 933,382	\$ -	\$ 933,382				\$ 933,382								
91	091-11	New Master Meter and Water Main (Future NV-06 Connection)	WATER AND SEWER FUND 592	\$ 2,180,768	\$ -	\$ 2,180,768						\$ 2,180,768						
92	WTS008	Island Lake Pressure District Expansion - Phase 1	WATER AND SEWER FUND 592	\$ 2,669,289	\$ -	\$ 2,669,289						\$ 1,314,921		\$ 1,354,368				
93	091-18	Water Main Connection-11 Mile Road (Seeley Road to Bridge Street)	WATER AND SEWER FUND 592	\$ 747,899	\$ -	\$ 747,899						\$ 747,899						
94	WTS017	Water Main Loop Connection - Beck Road (Dunhill subdivision to Casa Loma subdivision)	WATER AND SEWER FUND 592	\$ 1,326,727	\$ -	\$ 1,326,727										\$ 1,326,727		
95	WTS009	Island Lake Pressure District Expansion - Phase 2	WATER AND SEWER FUND 592	\$ 1,053,459	\$ -	\$ 1,053,459										\$ 1,053,459		
TOTAL WATER DISTRIBUTION				\$ 9,907,253	\$ -	\$ 9,907,253	\$ -	\$ -	\$ -	\$ 995,729	\$ -	\$ 933,382	\$ -	\$ 4,243,588	\$ -	\$ 1,354,368	\$ -	\$ 2,380,186
PARKS, RECREATION, AND CULTURAL SERVICES																		
96	PRC004	Ella Mae Power Park Lighting - Ball Fields 5 & 6 (applying for supplemental grant)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 508,000	\$ 158,000	\$ 350,000	\$ 158,000	\$ 350,000										
97	109-03	Tim Pope Play Structure Replacement (requesting \$150,000 from Parks Foundation)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 409,000	\$ 150,000	\$ 259,000	\$ 150,000	\$ 259,000										
98	PRC039	Ella Mae Power Park South Playground Replacement	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 108,640	\$ -	\$ 108,640		\$ 108,640										
99	PRC040	Wildlife Woods Pickle ball Courts (4 courts) assistance from Parks Foundation?	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 250,000	\$ 50,000	\$ 200,000			\$ 50,000	\$ 200,000								
100	ENG052	Cemetery Enhancement Project - pathway (5' stone pathway around the southern loop of the cemetery)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 66,122	\$ -	\$ 66,122			\$ 66,122									
101	PRC028a	Novi Northwest Park Construction (6' aggregate pathway)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 163,075	\$ -	\$ 163,075					\$ 163,075							
102	100-003	ITC Community Sports Park Play Structure Replacement	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 114,740	\$ -	\$ 114,740				\$ 114,740								
103	PRC019	Community Sports Park Update (Soccer Fields)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 671,800	\$ -	\$ 671,800						\$ 671,800						
104	PRC024	ITC Field Improvements (Baseball Diamonds)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 500,360	\$ -	\$ 500,360						\$ 500,360						
105	PRC028b	Novi Northwest Park Construction (playground)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 125,000	\$ -	\$ 125,000						\$ 125,000						
106	LOT015	Parking Lot and Sidewalk Improvements - Rotary Park (parking lot maintenance to the existing facility and new concrete sidewalk connecting the existing parking lot to the pavilion located north of the tennis courts)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 67,341	\$ -	\$ 67,341						\$ 67,341						

Project ID#	PROJECT DESCRIPTION	FUNDING SOURCE	TOTAL			BUDGET		PROJECTED				FORECAST						
			PROJECT BUDGET	OUTSIDE FUNDING	CITY BUDGET	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-2024		FY 2024-2025 to FY 2034-2035		
						OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	
107	LOT014	Parking Lot Improvements - ITC Community Sports Park	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 1,576,438	\$ -	\$ 1,576,438												
108	ENG003	Wildlife Woods Park (6' sidewalk & 10' non-motorized trail)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 232,305	\$ -	\$ 232,305											\$ 232,305	
109	PRC028c	Novi Northwest Park Construction (asphalt parking lot)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 218,158	\$ -	\$ 218,158											\$ 218,158	
110	PRC041	Water Tower Park (new urban park featuring a splash pad/fountains and potentially a winter ice skating ribbon or rink)	CAPITAL IMPROVEMENT PROGRAM (CIP) FUND 400	\$ 6,000,000	\$ -	\$ 6,000,000												\$ 6,000,000
111	ENG053	ITC Trailhead Park Trail Expansion (nature trail connecting the Park Place subdivision to the existing ITC Corridor Trail)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 913,049	\$ -	\$ 913,049												\$ 913,049
112	ENG005	ITC Pathway Extension - Napier Road Connector (North of 8 Mile Road; East of Napier Road)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 241,412	\$ -	\$ 241,412												\$ 241,412
113	PRC023	Village Wood Lake Park Improvements (shade shelter, picnic tables & benches, and two overlook decks)	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 159,800	\$ -	\$ 159,800												\$ 159,800
114	PRC042	ITC Trailhead Park Outdoor Exercise Station	PARKS, RECREATION & CULTURAL SERVICES FUND 208	\$ 50,000	\$ -	\$ 50,000												\$ 50,000
TOTAL PARKS, RECREATION, AND CULTURAL SERVICES				\$ 12,375,240	\$ 358,000	\$ 12,017,240	\$ 308,000	\$ 717,640	\$ 50,000	\$ 266,122	\$ -	\$ 277,815	\$ -	\$ 1,364,501	\$ -	\$ 2,026,901	\$ -	\$ 7,364,261
PARKING LOTS																		
115	ENG054	MDEQ Stormwater Management Compliance (MS4) - Phase 2 DPW Site Improvements	WATER AND SEWER FUND 592	\$ 1,293,432	\$ -	\$ 1,293,432		\$ 1,293,432										
116	LOT018	Parking Lot Improvements - Fire Station #2	GENERAL FUND 101	\$ 152,978	\$ -	\$ 152,978				\$ 152,978								
117	ICE016	Parking Lot Improvements (parking lot and front walkways) - Ice Arena	ICE ARENA FUND 590	\$ 225,800	\$ -	\$ 225,800							\$ 225,800					
TOTAL PARKING LOTS				\$ 1,672,210	\$ -	\$ 1,672,210	\$ -	\$ 1,293,432	\$ -	\$ 152,978	\$ -	\$ -	\$ -	\$ 225,800	\$ -	\$ -	\$ -	\$ -
BUILDINGS AND PROPERTY																		
118	ENG055	MDEQ Stormwater Management Compliance (MS4) - Phase 1 DPW Vactor Dumping Station <i>not of design</i>	WATER AND SEWER FUND 592	\$ 498,167	\$ -	\$ 498,167		\$ 498,167										
119	FAC011	HVAC Building Automation Project - Civic Center and Police Station	GENERAL FUND 101	\$ 162,000	\$ -	\$ 162,000		\$ 162,000										
120	ICE013	Energy Management System Upgrade (HVAC system & Ice Refrigeration System) - Ice Arena	ICE ARENA FUND 590	\$ 85,000	\$ -	\$ 85,000		\$ 85,000										
121	FAC017	Partition Upgrade (Community Center) - Civic Center	GENERAL FUND 101	\$ 69,830	\$ -	\$ 69,830		\$ 69,830										
122	ICE019	Door Replacements (8 front entry doors and doors for 10 locker rooms) - Ice Arena	ICE ARENA FUND 590	\$ 55,000	\$ -	\$ 55,000		\$ 55,000										
123	SNR007	Heating & Cooling Roof Top Unit Replacements (3) - Meadowbrook Commons	SENIOR HOUSING FUND 594	\$ 50,750	\$ -	\$ 50,750		\$ 50,750										
124	ICE014	Hot Water and Heating Boilers Replacement (2) - Ice Arena	ICE ARENA FUND 590	\$ 35,200	\$ -	\$ 35,200		\$ 35,200										
125	FAC021	Police Dispatch Center Renovation	GENERAL FUND 101	\$ 136,400	\$ -	\$ 136,400				\$ 136,400								
126	FAC022	Women's Locker room & Other Repairs - Fire Station #1	GENERAL FUND 101	\$ 134,000	\$ -	\$ 134,000				\$ 134,000								
127	FAC018	Automatic Door Replacement (North and South Entrances) - Civic Center	GENERAL FUND 101	\$ 78,000	\$ -	\$ 78,000				\$ 78,000								
128	FAC013	Irrigation System Replacement - Civic Center	GENERAL FUND 101	\$ 67,000	\$ -	\$ 67,000				\$ 67,000								
129	FIR030	Vehicle Exhaust Removal System Upgrades (15)	GENERAL FUND 101	\$ 61,500	\$ -	\$ 61,500				\$ 61,500								
130	FAC014	Roof Replacement - Fire Station #3	GENERAL FUND 101	\$ 60,000	\$ -	\$ 60,000				\$ 60,000								
131	FAC019	Restroom Upgrade (2 restrooms Community Center side) - Civic Center	GENERAL FUND 101	\$ 45,000	\$ -	\$ 45,000				\$ 45,000								

Project ID#	PROJECT DESCRIPTION	FUNDING SOURCE	TOTAL			BUDGET		PROJECTED				FORECAST						
			PROJECT BUDGET	OUTSIDE FUNDING	CITY BUDGET	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-2024		FY 2024-2025 to FY 2034-2035		
						OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	
132	ICE007	Public address system replacement (2; one for each rink) - Ice Arena	ICE ARENA FUND 590	\$ 25,330	\$ -	\$ 25,330				\$ 25,330								
133	SNR008a	Boiler Replacement (1 of 2) @ Main Building - Meadowbrook Commons	SENIOR HOUSING FUND 594	\$ 14,350	\$ -	\$ 14,350				\$ 14,350								
134	POL006	Police Building - 2nd Floor Renovation	GENERAL FUND 101	\$ 726,650	\$ -	\$ 726,650						\$ 726,650						
135	FAC023	Carpet Replacement (2nd Floor) - Police Station	GENERAL FUND 101	\$ 55,000	\$ -	\$ 55,000						\$ 55,000						
136	FIR014	Fire Station #3 Renovation	GENERAL FUND 101	\$ 391,230	\$ -	\$ 391,230						\$ 391,230						
137	SNR009	Roof Replacement (Main Building & Senior Center) - Meadowbrook Commons	SENIOR HOUSING FUND 594	\$ 270,450	\$ -	\$ 270,450						\$ 270,450						
138	FAC024	Police Records Renovation	GENERAL FUND 101	\$ 93,980	\$ -	\$ 93,980						\$ 93,980						
139	FAC015	Roof Replacement - Fire Station #2	GENERAL FUND 101	\$ 80,000	\$ -	\$ 80,000						\$ 80,000						
140	ICE020	Shower/Restroom Fixture Replacements (10 locker rooms) - Ice Arena	ICE ARENA FUND 590	\$ 30,000	\$ -	\$ 30,000						\$ 30,000						
141	SNR008b	Boiler Replacement (2 of 2) @ Main Building - Meadowbrook Commons	SENIOR HOUSING FUND 594	\$ 14,350	\$ -	\$ 14,350						\$ 14,350						
142	SNR011	Roof Replacement (5 of 9 ranch buildings) - Meadowbrook Commons	SENIOR HOUSING FUND 594	\$ 250,000	\$ -	\$ 250,000							\$ 250,000					
143	ICE004	Dehumidification Unit Replacement (replace 1998 Munters #AM30) - Ice Arena	ICE ARENA FUND 590	\$ 200,000	\$ -	\$ 200,000							\$ 200,000					
144	FAC016	Roof Replacement - Fire Station #4	GENERAL FUND 101	\$ 175,000	\$ -	\$ 175,000							\$ 175,000					
145	FAC025	Restroom Upgrade (4 restrooms City Hall side) - Civic Center	GENERAL FUND 101	\$ 106,200	\$ -	\$ 106,200							\$ 106,200					
146	SNR012	Fire Panel Replacement - Meadowbrook Commons	SENIOR HOUSING FUND 594	\$ 99,560	\$ -	\$ 99,560							\$ 99,560					
147	FAC026	Carpet Replacement (Parks, Treasury, OAS, & City Clerk) - Civic Center	GENERAL FUND 101	\$ 60,000	\$ -	\$ 60,000							\$ 60,000					
148	FAC027	LED Lighting Upgrade (approx. 400 fixtures) - Civic Center	GENERAL FUND 101	\$ 60,000	\$ -	\$ 60,000							\$ 60,000					
149	SNR013	Roof Replacement (4 of 9 ranch buildings) - Meadowbrook Commons	SENIOR HOUSING FUND 594	\$ 210,000	\$ -	\$ 210,000									\$ 210,000			
150	FAC020	Boiler Replacements (2) - Police Station	GENERAL FUND 101	\$ 180,000	\$ -	\$ 180,000									\$ 180,000			
151	ICE021	Elevator Machine Room Equipment & Controller/Dispatcher Replacements - Ice Arena	ICE ARENA FUND 590	\$ 105,000	\$ -	\$ 105,000									\$ 105,000			
152	FAC028	LED Lighting Upgrade (approx. 400 fixtures) - Police Station	GENERAL FUND 101	\$ 60,000	\$ -	\$ 60,000									\$ 60,000			
153	ICE017	Roof Top Unit Replacements (1 air handler & 3 duct furnaces) - Ice Arena	ICE ARENA FUND 590	\$ 39,500	\$ -	\$ 39,500									\$ 39,500			
154	FAC029	Generator & Generator Technology Solution (GenTracker) - Fire Station #5	GENERAL FUND 101	\$ 27,050	\$ -	\$ 27,050									\$ 27,050			
155	FAC030	Solar Panel Installation - DPW	GENERAL FUND 101	\$ 174,900	\$ -	\$ 174,900											\$ 174,900	
156	ICE015	Shell and Tube Chiller Replacement - Ice Arena	ICE ARENA FUND 590	\$ 120,500	\$ -	\$ 120,500											\$ 120,500	
157	WTS031	Generator Replacement - Hudson Pump Station	WATER AND SEWER FUND 592	\$ 56,450	\$ -	\$ 56,450											\$ 56,450	
158	FAC031	LED Lighting Upgrade (approx. 350 fixtures) - FS 1, 2, 3, 4	GENERAL FUND 101	\$ 52,500	\$ -	\$ 52,500											\$ 52,500	
TOTAL BUILDINGS AND PROPERTY				\$ 5,215,847	\$ -	\$ 5,215,847	\$ -	\$ 955,947	\$ -	\$ 621,580	\$ -	\$ 1,661,660	\$ -	\$ 950,760	\$ -	\$ 621,550	\$ -	\$ 404,350

Project ID#	PROJECT DESCRIPTION	FUNDING SOURCE	TOTAL			BUDGET		PROJECTED				FORECAST					
			PROJECT BUDGET	OUTSIDE FUNDING	CITY BUDGET	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-2024		FY 2024-2025 to FY 2034-2035	
						OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET	OUTSIDE FUNDING	CITY BUDGET
MACHINERY AND EQUIPMENT																	
159	FLD020	Tandem-Axle Swap Loader Dump Truck w/Front Plow; Underbody Scraper & Wing Plow (Replaces #699; 2000 Sterling)	GENERAL FUND 101	\$ 325,000	\$ -	\$ 325,000		\$ 325,000									
160	FIR021	Squad (replace #335; 2011 Ford Expedition)	GENERAL FUND 101	\$ 277,100	\$ -	\$ 277,100		\$ 277,100									
161	FLD014	Single-Axle Dump Truck RDS w/Front Plow; Underbody Scraper & Wing Plow (Replaces #605; 2001 Osh Kosh)	GENERAL FUND 101	\$ 232,000	\$ -	\$ 232,000		\$ 232,000									
162	FLD019	Single-Axle Dump Truck RDS w/Front Plow; Underbody Scraper & Wing Plow (Replaces #698; 1998 Ford)	GENERAL FUND 101	\$ 232,000	\$ -	\$ 232,000		\$ 232,000									
163	FLD027	1-Ton Dump Truck w/Front Plow and Swap Loader (Replaces #649; 2000 Ford Chip Truck)	GENERAL FUND 101	\$ 130,000	\$ -	\$ 130,000		\$ 130,000									
164	FLD041	Street Sign Printer, Software, Laminator, & Plotter - Traffic Jet System	GENERAL FUND 101	\$ 55,000	\$ -	\$ 55,000		\$ 55,000									
165	WTS021	West Park Booster Station Upgrades (4 VFD replacements) & Island Lake Booster Station Upgrades (2 VFD replacements)	WATER AND SEWER FUND 592	\$ 45,936	\$ -	\$ 45,936		\$ 45,936									
166	FIR031	Video Conferencing Upgrades (4 Fire Stations)	GENERAL FUND 101	\$ 48,680	\$ -	\$ 48,680		\$ 48,680									
167	FPM001	Utility Tractor - no cab (replace #801; 1999 Kubota L4310)	GENERAL FUND 101	\$ 43,700	\$ -	\$ 43,700		\$ 43,700									
168	CCK001	Voter Records Rolodex - replacement	GENERAL FUND 101	\$ 41,700	\$ -	\$ 41,700		\$ 41,700									
169	CMR001	Video Switcher (TriCaster) replacement - Council Chambers	PEG CABLE FUND 263	\$ 40,000	\$ -	\$ 40,000		\$ 40,000									
170	FIR032	Turn-Out Gear Washer/Extractor & Dryer Replacements and Secondary Stackable Washer/Dryer Replacement - Fire Station #4 (every 5 years)	GENERAL FUND 101	\$ 79,500	\$ -	\$ 79,500		\$ 39,500								\$ 40,000	
171	FIR028	Fire Rescue Boat Replacement	GENERAL FUND 101	\$ 31,290	\$ -	\$ 31,290		\$ 31,290									
172	WTS018	Fixed Network - Advanced Metering Infrastructure Project (phase 2 - Meter Replacements)	WATER AND SEWER FUND 592	\$ 1,225,967	\$ -	\$ 1,225,967				\$ 1,050,000		\$ 175,967					
173	FIR017	Engine (replace #342; 2005 Seagrave)	CAPITAL IMPROVEMENT PROGRAM (CIP) FUND 400	\$ 770,000	\$ -	\$ 770,000				\$ 770,000							
174	POL015	Body Cameras	GENERAL FUND 101	\$ 177,850	\$ -	\$ 177,850				\$ 177,850							
175	FPM002	Wide Area Mower (replace #10; 2006 Toro 580-D)	GENERAL FUND 101	\$ 89,120	\$ -	\$ 89,120				\$ 89,120							
176	FLD028	1-Ton Dump Truck w/Front Plow (Replaces #691; 2001 Ford)	GENERAL FUND 101	\$ 65,000	\$ -	\$ 65,000				\$ 65,000							
177	FPM003	Boom Sprayer	GENERAL FUND 101	\$ 46,280	\$ -	\$ 46,280				\$ 46,280							
178	FLT005	Sweeper/Scrubber - DPW Garage Floor Cleaner	GENERAL FUND 101	\$ 38,000	\$ -	\$ 38,000				\$ 38,000							
			WATER AND SEWER FUND 592	\$ 38,000	\$ -	\$ 38,000				\$ 38,000							
179	FPM004	Mini Skid Steer	GENERAL FUND 101	\$ 31,990	\$ -	\$ 31,990				\$ 31,990							
180	FIR024	Engine (replace #313; 2007 Pierce)	CAPITAL IMPROVEMENT PROGRAM (CIP) FUND 400	\$ 848,900	\$ -	\$ 848,900					\$ 848,900						
181	FLD037	Backhoe (replaces #625; 2007 Case)	DRAIN FUND 210	\$ 110,000	\$ -	\$ 110,000					\$ 110,000						
182	FLD026	1-Ton Dump Truck w/Front Plow (replaces #690; 1999 Ford)	GENERAL FUND 101	\$ 65,000	\$ -	\$ 65,000					\$ 65,000						
183	FLD036	Hi-Lo Lift Truck (replaces #627; 1999 Alta)	GENERAL FUND 101	\$ 60,000	\$ -	\$ 60,000					\$ 60,000						
184	POL010	Gun Range Total Containment Bullet Trap	GUN RANGE FACILITY FUND 402	\$ 325,040	\$ -	\$ 325,040							\$ 325,040				
185	POL017	NOPTIC Thermal Cameras (23)	GENERAL FUND 101	\$ 101,350	\$ -	\$ 101,350							\$ 101,350				

CAPITAL IMPROVEMENT PROGRAM AND DEBT

Debt Service

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, long-term debt principal, interest and related costs.

City Charter and Public Act 279 of 1909 (as amended) provide that the net indebtedness of the City shall not be in excess of 10% of the State Equalized Valuation of all real and personal property in the City, plus assessed value equivalent of Act 198 specific tax levies.

The schedules of indebtedness associated with special assessments are not included in the following information because the debt is paid with installment collections from benefited property owners.

Bond Rating History Unlimited Tax General Obligation Bonds

	2018	2017	2016	2015	2014	2013	2012	2011	2010	2003
S&P	AAA	AAA	AAA	AAA	AA+	AA+	AA+	AA+	AA+	AA-
Moody's	Aa1	Aa1	Aa1	Aa2	Aa2	Aa2	Aa2	Aa2	Aa2	Aa2

Standard & Poors	Moody's Investor Services	Fitch
***AAA	Aaa	AAA
AA+	***Aa1	AA+
AA-	Aa2	AA-
A+	Aa3	A+
A	A1	A
A-	A2	A-
BBB+	A3	BBB+
BBB-	Baa1	BBB-
BB+	Baa2	BB+
BB	Baa3	BB
BB-	Ba1	BB-
B+	Ba2	B+
B	Ba3	B
B-	B1	B-
CCC+	B2	CCC+
CCC-	B3	CCC-
	Caa1	CC
	Caa2	C
	Caa3	DDD
	Ca	DD
	C	D

*** City of Novi's rating

CAPITAL IMPROVEMENT PROGRAM AND DEBT

Debt Summary

Description of Debt	Funding Source	Debt Outstanding 6/30/2019	Debt Service Payments 2019-20		
			Principal	Interest	Total
VOTED TAX GENERAL OBLIGATION DEBT FUNDS:					
2008 Library Construction Bonds	Debt Service	9,680,000	1,015,000	355,450	1,370,450
Total Direct Debt Service		\$ 9,680,000	\$ 1,015,000	\$ 355,450	\$ 1,370,450
2014 Refunding Bonds-Ice Arena	Ice Arena	\$ 2,495,000	\$ 500,000	\$ 59,880	\$ 559,880
2015 Refunding Bonds-Senior Housing	Sr Housing	6,455,000	880,000	137,744	1,017,744
Total Debt Service		\$ 18,630,000	\$ 2,395,000	\$ 553,074	\$ 2,948,074

CAPITAL IMPROVEMENT PROGRAM AND DEBT

Debt Service Requirements to Maturity General Obligation Bonds Fiscal Year 2020-2027

Fiscal Year Ending	Principal (less interest earnings & fund balance appropriations)	Interest	Total*	Projected Taxable Value** (in thousands)	Estimated Millage Rate for Debt Service
2020	1,015,000	355,450	1,370,450	3,975,000	0.3448
2021	1,070,000	314,100	1,384,100	4,140,000	0.3343
2022	1,135,000	267,700	1,402,700	4,264,000	0.3290
2023	1,195,000	221,100	1,416,100	4,392,000	0.3224
2024	1,240,000	172,400	1,412,400	4,524,000	0.3122
2025	1,295,000	121,700	1,416,700	4,660,000	0.3040
2026	1,340,000	75,700	1,415,700	4,800,000	0.2949
2027	1,390,000	27,800	1,417,800	4,944,000	0.2868
	<u>\$ 9,680,000</u>	<u>\$ 1,555,950</u>	<u>\$ 11,235,950</u>		

Average Annual Requirement: \$ 1,404,494

*Total debt service payments above exclude fees

**Projected taxable value is net of adjustments for tax tribunal cases, uncollected personal property tax, etc. For years 2020-2022, the estimate includes a 4% per year annual growth assumption and does not include any offset for interest earnings. For years 2023-2027, the estimate includes a 3.0% per year annual growth assumption and does not include any offset for interest earnings.

CAPITAL IMPROVEMENT PROGRAM AND DEBT



Computation of Legal Debt Margin

As of July 1, 2013, the Debt Policy approved by the City Council in March 2013 puts forth these additional debt limits:

- The City's net bonded indebtedness incurred for all public purposes should not exceed \$2,500 per capita.
- Debt service payments are limited to 20% of the combined operating and debt-service fund expenditures.
- Municipal securities issued for capital improvement purposes shall not exceed 5% of the state equalized valuation of the property assessed in the City of Novi.

Obligations which are not included in the computation of legal debt margin are:

- Special Assessment Bonds;
- Mortgage Bonds;
- Michigan Transportation Bonds;
- Revenue Bonds;
- Bonds issued, or contracts or assessment obligations, incurred, to comply with an order of the Water Services Commission (now the Department of Environmental Quality) or a court of competent jurisdiction;
- Other obligations incurred for water supply, sewage, drainage or refuse disposal projects necessary to protect the public health by abating pollution.

CAPITAL IMPROVEMENT PROGRAM AND DEBT

Total Net Bonded Indebtedness Should Not Exceed \$2,500 Per Capita

Debt Limit

Population	63,533
Debt Limit (\$2,500 per capita)	\$ 158,832,500

Debt Applicable to Debt Limit, at July 1, 2019

Total Bonded Debt Outstanding	\$ 18,630,000
Less:	
Special Assessment Bonds	-
Total Amount of Debt Applicable to Limit	18,630,000

Debt Margin Available **\$ 140,202,500**

Net Debt subject to limit as percent of Debt Limit **12%**

Debt Service Payment Should Not Exceed 20% of Combined Operating and Debt-Service Fund Expenditures

Debt Limit

Combined Operating and Debt-Service Fund Expenditures, estimated 2019-20	\$ 37,242,584
Debt Service Limit (20% of Operating and Debt-Service Expenditures)	\$ 7,448,517

Debt Service Applicable to Debt Limit, budget 2019-20

Total Bonded Debt Service	\$ 2,948,074
Less:	
Special Assessment Bond Service	-
Total Amount of Debt Applicable to Limit	2,948,074

Debt Service Margin Available **\$ 4,500,443**

Net Debt Service subject to limit as percent of Debt Limit **40%**

CAPITAL IMPROVEMENT PROGRAM AND DEBT

Municipal securities shall not exceed 5% of the State Equalized Value

Debt Limit

2019 State Equalized Valuation (SEV)	\$ 4,655,858,010
Assessed value equivalent of Act 198 exemption	<u>37,952,400</u>
	<u>\$ 4,693,810,410</u>
Debt Limit (5% of State Equalized Valuation)	\$ 234,690,521

Debt Applicable to Debt Limit, at July 1, 2018

Total Bonded Debt Outstanding	\$ 18,630,000
Less:	
Special Assessment Bonds	<u>-</u>
Total Amount of Debt Applicable to Limit	<u>18,630,000</u>

Legal Debt Margin Available **\$ 216,060,521**

Net Debt subject to limit as percent of Debt Limit **7.94%**

CAPITAL IMPROVEMENT PROGRAM AND DEBT

2008 Library Construction Debt Fund

This general obligation bond issue was approved by the voters in November 2007. Bonds issued in June 2008. The new Library is a two-story state-of-the-art facility with approximately 55,000 square feet.

SCHEDULE OF INDEBTEDNESS
YEAR ISSUED: 2008
AMOUNT OF ISSUE: \$16,000,000

PRINCIPAL DUE OCTOBER 1	INTEREST RATE	PRINCIPAL
2019	4.0000%	\$ 750,000
2020	4.0000%	765,000
		<u>\$ 1,515,000</u>

SCHEDULE OF INDEBTEDNESS
YEAR ISSUED: 2015
AMOUNT OF ISSUE: \$8,715,000

PRINCIPAL DUE OCTOBER 1	INTEREST RATE	PRINCIPAL	PRINCIPAL DUE OCTOBER 1	INTEREST RATE	PRINCIPAL
2019	2.0000%	\$ 265,000	2023	4.0000%	\$ 1,240,000
2020	3.0000%	305,000	2024	4.0000%	1,295,000
2021	4.0000%	1,135,000	2025	3.0000%	1,340,000
2022	4.0000%	1,195,000	2026	4.0000%	1,390,000
					<u>\$ 8,165,000</u>

**The 2008 Library Construction Debt Fund Bonds were partially refinanced in Fiscal Year 2015-2016 to take advantage of lower interest rates available.*

CAPITAL IMPROVEMENT PROGRAM AND DEBT

2014 Refunding Debt (Ice Arena Fund)

This issue was used for refunding bonds issued for the balance of the 2004 Ice Arena Recreation Facility Building Authority Refunding Bonds.

SCHEDULE OF INDEBTEDNESS
YEAR ISSUED: 2014
AMOUNT OF ISSUE: \$4,905,000

PRINCIPAL DUE JUNE 1	INTEREST RATE	PRINCIPAL	PRINCIPAL DUE JUNE 1	INTEREST RATE	PRINCIPAL
			2022	2.4000%	\$ 500,000
2020	2.4000%	\$ 500,000	2023	2.4000%	485,000
2021	2.4000%	490,000	2024	2.4000%	520,000
					<u>\$2,495,000</u>

2015 Refunding Debt (Senior Housing Fund)

This issue was used for refunding bonds issued for the balance of the 1999 Building Authority (Senior Complex) Bonds.

SCHEDULE OF INDEBTEDNESS
YEAR ISSUED: 2015
AMOUNT OF ISSUE: \$9,075,000

PRINCIPAL DUE OCTOBER 1	INTEREST RATE	PRINCIPAL	PRINCIPAL DUE OCTOBER 1	INTEREST RATE	PRINCIPAL
			2022	2.2900%	\$ 870,000
2019	2.2900%	\$ 880,000	2023	2.2900%	980,000
2020	2.2900%	855,000	2024	2.2900%	1,000,000
2021	2.2900%	850,000	2025	2.2900%	1,020,000
					<u>\$6,455,000</u>

*The Senior Housing 2005 Refunding Building Authority Bonds were callable October 2015. The City refunded the bonds in Fiscal Year 2015-2016 to take advantage of lower interest rates available.

DEPARTMENTAL INFORMATION

Personnel (full-time staff)

The City of Novi employs full-time staff in various capacities. The costs for these employees are budgeted within their respective departments. The FY 2019-20 Budget does not include any new full-time positions.

Customer Service Guarantee

VISION STATEMENT

The City of Novi is committed to excellence in customer service. We will provide knowledgeable, courteous and efficient service to those we are privileged to serve. We will strive to deliver quality customer service through continuous improvement.

EMPLOYEE RESPONSIBILITIES

Be friendly and courteous

1

Be accessible

2

Be resourceful

3

Look professional

4

Go above and beyond

5

Treat your fellow employees like guests

6

VALUES

The City of Novi employees are committed to providing quality services and take pride in contributing to the community. Our team members are motivated by fair and positive recognition and possess a sense of value to deliver quality customer service.

We proudly provide essential community services through planning, goal setting, engagement and prioritization that are supported by City Council and delivered transparently.

We pride ourselves on communicating openly and honestly through a variety of methods and encourage internal and external feedback which is accurate and timely to most effectively inform all organization members.

We believe and take pride in Novi's tradition of partnering with the wider community. We desire to be the first to step up and partner, to be leaders who follow through on mutually beneficial co-operations. With the assistance of school service agencies, and other units of government, we can find areas of each of our strengths to provide the best and most efficient service to citizens and businesses.

CUSTOMER RIGHTS

- ▶ Receive prompt quality service whether at the public counter, in the field via email, or on the telephone
- ▶ Feel important and appreciated
- ▶ Be treated professionally and courteously
- ▶ Have their needs easily anticipated and identified
- ▶ Have systems and processes clearly explained to them
- ▶ Receive more than expected
- ▶ Expect clean and comfortable environments
- ▶ Receive knowledgeable and accurate information and responses
- ▶ Have opportunities to give feedback

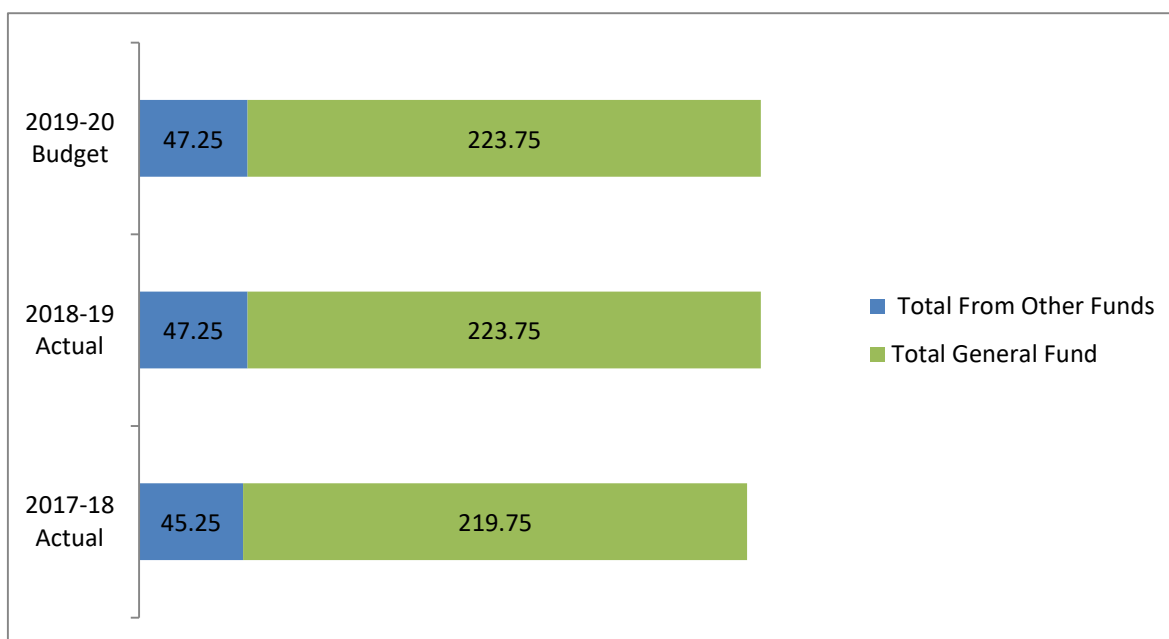
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DEPARTMENTAL INFORMATION

The personnel charts on this page and the following pages reflect all budgeted full-time personnel, including filled and vacant positions.

City of Novi Full-Time Employee History



	2017-18 Actual	2018-19 Actual	2019-20 Budget
Total From Other Funds	45.25	47.25	47.25
Total General Fund	219.75	223.75	223.75
	<u>265.00</u>	<u>271.00</u>	<u>271.00</u>

DEPARTMENTAL INFORMATION

Full-Time Personnel Summary

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
CITY MANAGER'S OFFICE					
City Manager	1.0	1.0	1.0	1.0	0.0
Assistant City Manager	1.0	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
	3.0	3.0	3.0	3.0	0.0
FINANCIAL SERVICES					
FINANCE DEPARTMENT					
Finance Director/Treasurer/CFO	1.0	1.0	1.0	1.0	0.0
Deputy Finance Director	1.0	1.0	1.0	1.0	0.0
Accountant	1.0	1.0	1.0	1.0	0.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	0.0
Senior Customer Service Representative	1.0	1.0	1.0	1.0	0.0
Purchasing Manager	1.0	1.0	1.0	1.0	0.0
TREASURY DEPARTMENT					
Assistant City Treasurer	1.0	1.0	1.0	1.0	0.0
Account Clerk	2.0	2.0	2.0	2.0	0.0
	9.0	9.0	9.0	9.0	0.0
INTEGRATED SOLUTIONS					
INFORMATION TECHNOLOGY DEPARTMENT					
Chief Information Officer	1.0	1.0	1.0	1.0	0.0
Computer Support Specialist	2.0	2.0	2.0	2.0	0.0
GIS Manager	1.0	1.0	1.0	1.0	0.0
Business Analyst	1.0	1.0	1.0	1.0	0.0
GIS/NEAMS Technician	1.0	1.0	1.0	1.0	0.0
IT Manager/Network Operations	1.0	1.0	1.0	1.0	0.0
Management Assistant	0.0	1.0	1.0	1.0	0.0
FACILITY MANAGEMENT					
Facility Manager	1.0	1.0	1.0	1.0	0.0
Facility Management Specialist	1.0	1.0	1.0	1.0	0.0
Facility Maintenance	1.0	1.0	1.0	1.0	0.0
FACILITY MANAGEMENT - PARKS MAINTENANCE					
Parks & Municipal Property Supervisor	1.0	1.0	1.0	1.0	0.0
Work Leader	1.0	1.0	1.0	1.0	0.0
Park Maintenance	4.0	5.0	5.0	5.0	0.0
	16.0	18.0	18.0	18.0	0.0

DEPARTMENTAL INFORMATION

Full-Time Personnel Summary

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND (continued)					
ASSESSING					
Assessor	1.0	1.0	1.0	1.0	0.0
Deputy Assessor	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	1.0	1.0	1.0	0.0
Commercial/Industrial Appraiser	1.0	1.0	1.0	1.0	0.0
Residential Appraiser	1.0	1.0	1.0	1.0	0.0
	5.0	5.0	5.0	5.0	0.0
CITY CLERK					
City Clerk	1.0	1.0	1.0	1.0	0.0
Deputy City Clerk	1.0	1.0	1.0	1.0	0.0
Executive Secretary	1.0	1.0	1.0	1.0	0.0
Account Clerk	2.0	2.0	2.0	2.0	0.0
	5.0	5.0	5.0	5.0	0.0
HUMAN RESOURCES					
Human Resource Director	1.0	1.0	1.0	1.0	0.0
Human Resource Generalist	1.0	1.0	1.0	1.0	0.0
Benefits Coordinator	1.0	1.0	1.0	1.0	0.0
Account Clerk	0.0	0.0	1.0	1.0	0.0
Customer Service Representative	1.0	1.0	0.0	0.0	0.0
	4.0	4.0	4.0	4.0	0.0
COMMUNITY RELATIONS					
Director of Communications	0.5	0.5	0.5	0.5	0.0
Community Relations Specialist	1.0	1.0	1.0	1.0	0.0
Community Outreach & Events Specialist	1.0	1.0	1.0	1.0	0.0
Graphic Design Coordinator	1.0	1.0	1.0	1.0	0.0
	3.5	3.5	3.5	3.5	0.0
ECONOMIC DEVELOPMENT					
Economic Development Director	1.0	1.0	1.0	1.0	0.0
	1.0	1.0	1.0	1.0	0.0

DEPARTMENTAL INFORMATION

2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
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GENERAL FUND (continued)

PUBLIC SAFETY

POLICE DEPARTMENT

Director of Public Safety/Chief of Police	1.0	1.0	1.0	1.0	0.0
Assistant Chief of Police	2.0	2.0	2.0	2.0	0.0
Lieutenant	2.0	2.0	2.0	2.0	0.0
Sergeant	10.0	10.0	10.0	10.0	0.0
Analyst Planner/Office Manager	1.0	1.0	1.0	1.0	0.0
Communications Shift Leader	4.0	4.0	4.0	4.0	0.0
Communications Manager	1.0	1.0	1.0	1.0	0.0
Dispatcher	10.0	10.0	10.0	10.0	0.0
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
Police Officer	43.0	45.0	43.0	43.0	0.0
Detective	11.0	11.0	13.0	13.0	0.0
Police Clerk	6.0	6.0	6.0	6.0	0.0
Public Safety Performance Measurement Analyst	1.0	1.0	1.0	1.0	0.0
Lead Mechanic	1.0	1.0	1.0	1.0	0.0

FIRE DEPARTMENT

Director of Emergency Medical Svcs & Fire Operations	1.0	1.0	1.0	1.0	0.0
Fire Marshal	1.0	1.0	1.0	1.0	0.0
Fire Protection Officer	18.0	18.0	18.0	18.0	0.0
Fire Lieutenant	4.0	4.0	4.0	4.0	0.0
Fire Captain	4.0	4.0	4.0	4.0	0.0
Training Officer	1.0	1.0	1.0	1.0	0.0
	123.0	125.0	125.0	125.0	0.0

COMMUNITY DEVELOPMENT

BUILDING DEPARTMENT

Community Development Director	1.0	1.0	1.0	1.0	0.0
Community Development Deputy Director	1.0	1.0	1.0	1.0	0.0
Bond Coordinator	1.0	1.0	1.0	1.0	0.0
Building Inspector	2.0	2.0	2.0	2.0	0.0
Code Compliance Officer	3.0	3.0	3.0	3.0	0.0
Customer Service Representative	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	2.0	2.0	2.0	0.0
Electrical Inspector	1.0	1.0	1.0	1.0	0.0
Plumbing Inspector	1.0	1.0	1.0	1.0	0.0
Mechanical Inspector	1.0	1.0	1.0	1.0	0.0
Senior Customer Service Representative	1.0	0.0	0.0	0.0	0.0
Project Coordinator	1.0	1.0	1.0	1.0	0.0
Plan Examiner	1.0	1.0	1.0	1.0	0.0

PLANNING DEPARTMENT

City Planner	1.0	1.0	1.0	1.0	0.0
Landscape Architect	1.0	1.0	1.0	1.0	0.0
Planning Assistant	1.0	1.0	1.0	1.0	0.0
Planner	2.0	2.0	2.0	2.0	0.0
	21.0	21.0	21.0	21.0	0.0

DEPARTMENTAL INFORMATION

Full-Time Personnel Summary

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND (continued)					
DEPARTMENT OF PUBLIC WORKS (DPW)					
ADMINISTRATION					
Public Works Director	1.0	1.0	1.0	1.0	0.0
Analyst Planner	1.0	1.0	0.0	0.0	0.0
Budget Analyst	0.0	0.0	1.0	1.0	0.0
Senior Customer Service Representative	0.25	0.25	0.25	0.25	0.0
ENGINEERING DIVISION					
Engineering Senior Manager	1.0	1.0	1.0	1.0	0.0
Plan Review Engineer	1.0	1.0	1.0	1.0	0.0
Construction Engineer Coordinator	1.0	1.0	1.0	1.0	0.0
Construction Engineer	1.0	1.0	1.0	1.0	0.0
Staff Civil Engineer	1.0	1.0	1.0	1.0	0.0
FIELD OPERATIONS DIVISION					
Field Operations Senior Manager	1.0	1.0	1.0	1.0	0.0
Roadway Asset Manager	1.0	1.0	1.0	1.0	0.0
Heavy Equipment Operator	4.0	4.0	4.0	4.0	0.0
Light Equipment Operator	6.0	6.0	6.0	6.0	0.0
Senior Customer Service Representative	2.0	2.0	2.0	2.0	0.0
Sign Technician	1.0	1.0	1.0	1.0	0.0
Work Leader	3.0	3.0	3.0	3.0	0.0
FLEET ASSET DIVISION					
Fleet Asset Manager	1.0	1.0	1.0	1.0	0.0
Head Mechanic	1.0	1.0	0.0	0.0	0.0
Lead Mechanic	1.0	1.0	0.0	0.0	0.0
Mechanic	1.0	1.0	3.0	3.0	0.0
	29.25	29.25	29.25	29.25	0.0
TOTAL GENERAL FUND	219.75	223.75	223.75	223.75	0.00

DEPARTMENTAL INFORMATION

Full-Time Personnel Summary

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
PARKS, RECREATION & CULTURAL SERVICES FUND					
PARKS, RECREATION & CULTURAL SERVICES DEPARTMENT					
ADMINISTRATION					
Director of Parks, Recreation & Cultural Services	1.0	1.0	1.0	1.0	0.0
Deputy Director of Parks, Recreation & Cultural Service	1.0	1.0	1.0	1.0	0.0
Management Assistant	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	1.0	1.0	1.0	0.0
RECREATION DEPARTMENT					
Recreation Supervisor	4.0	4.0	4.0	4.0	0.0
Recreation Programmer	1.0	1.0	1.0	1.0	0.0
OLDER ADULT SERVICES DEPARTMENT					
Account Clerk	1.0	1.0	1.0	1.0	0.0
Transportation Coordinator	0.0	0.0	0.0	0.0	0.0
Older Adult Social Services Coordinator	1.0	1.0	1.0	1.0	0.0
Older Adult Services Manager	1.0	1.0	1.0	1.0	0.0
TOTAL PARKS, RECREATION & CULTURAL SERVICES FUND	12.0	12.0	12.0	12.0	0.0
TREE FUND					
FORESTRY DEPARTMENT					
Forestry Asset Manager	1.0	1.0	1.0	1.0	0.0
TOTAL TREE FUND	1.0	1.0	1.0	1.0	0.0
PEG CABLE FUND					
PEG CABLE DEPARTMENT					
Director of Communications	0.5	0.5	0.5	0.5	0.0
Multi-Media Production Specialist	2.0	2.0	2.0	2.0	0.0
TOTAL PEG FUND	2.5	2.5	2.5	2.5	0.0
WATER AND SEWER FUND					
WATER AND SEWER DEPARTMENT					
Water & Sewer Financial Specialist	1.0	1.0	1.0	1.0	0.0
Water & Sewer Asset Manager	0.0	0.0	0.0	0.0	0.0
Water & Sewer Manager	1.0	1.0	1.0	1.0	0.0
Water and Sewer Senior Manager	1.0	1.0	1.0	1.0	0.0
Light Equipment Operator	4.0	4.0	4.0	4.0	0.0
Maintenance	3.0	3.0	3.0	3.0	0.0
Senior Customer Service Representative	1.75	1.75	1.75	1.75	0.0
Water & Sewer Cross Connection Specialist	1.0	1.0	1.0	1.0	0.0
Work Leader	1.0	1.0	1.0	1.0	0.0
TOTAL WATER AND SEWER FUND	13.75	13.75	13.75	13.75	0.0

DEPARTMENTAL INFORMATION

Full-Time Personnel Summary

	<u>2017-18</u> <u>ACTUAL</u>	<u>2018-19</u> <u>BUDGET</u>	<u>2018-19</u> <u>ACTUAL</u>	<u>2019-20</u> <u>BUDGET</u>	<u>INCREASE</u> <u>(DECREASE)</u>
LIBRARY FUND					
LIBRARY					
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
Collections Specialist	1.0	1.0	1.0	1.0	0.0
Communications Coordinator	1.0	1.0	1.0	1.0	0.0
Early Literacy Specialist	0.0	0.0	1.0	1.0	0.0
Department Head-Information Systems	1.0	1.0	1.0	1.0	0.0
Department Head-Information Technology	1.0	1.0	1.0	1.0	0.0
Department Head-Support Services	1.0	1.0	1.0	1.0	0.0
Facilities Assistant II	1.0	1.0	1.0	1.0	0.0
Librarian	4.0	4.0	3.0	3.0	0.0
Librarian-Electronic Services	1.0	1.0	1.0	1.0	0.0
Librarian-International Services	0.0	0.0	1.0	1.0	0.0
Library Director	1.0	1.0	1.0	1.0	0.0
Supervisor	2.0	2.0	3.0	3.0	0.0
System Administrator	1.0	1.0	1.0	1.0	0.0
TOTAL LIBRARY FUND	16.0	16.0	18.0	18.0	0.0
TOTAL ALL FUNDS	265.0	269.0	271.0	271.0	0.0

DEPARTMENTAL INFORMATION

Department Descriptions, Performance Measures, Goals, & Objectives

The City of Novi has 23 General Fund departments that are accounted for separately within the fund; including the City's contracted legal firm. There are three departments within the Parks, Recreation, and Cultural Services Fund; one department within the Tree Fund; one department within the PEG Cable Fund; one department accounted for within the Library Fund; one department within the Water and Sewer Fund; a contractual management company within the Ice Arena Fund; and a contractual management company within the Senior Housing (Meadowbrook Commons) Fund.

Mayor and City Council (101.00)

Overview

The citizens of Novi elect the Mayor (two-year term) and the six members of Council (staggered four-year terms) as their representatives. The City Council has the power to adopt laws, ordinances and resolutions, to approve contracts and agreements, to adopt the budget, to levy taxes, and to set policy. The City Council appoints a City Manager who is accountable for all administrative functions that are not directed by the City Charter or ordinance upon another official.

Performance Measures, Goals, and Objectives

Objectives

- Continue to conduct City Council Early Budget Input Session to provide management with citywide goals and objectives.

Goals

- The following are the strategic goals:
 - Nurture public services that residents want and value
 - Operate a world-class and sustainable local government
 - Value and build a desirable and vibrant community for residents and businesses alike now and into the future
 - Invest properly in being a Safe Community at all times for all people

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
Dept 101.00-CITY COUNCIL					
PERSONNEL SERVICES	\$ 36,106	\$ 36,113	\$ 36,130	\$ 36,132	\$ 36,134
SUPPLIES	198	290	200	200	200
OTHER SERVICES AND CHARGES	22,960	10,210	11,900	11,925	11,950
TOTAL Dept 101.00-CITY COUNCIL	\$ 59,264	\$ 46,613	\$ 48,230	\$ 48,257	\$ 48,284

DEPARTMENTAL INFORMATION



City Manager (172.00)

Overview

The City Manager's Office strives to effectively serve the City Council and public through responsible administration of all City affairs as well as demonstrate and promote the highest standard of ethics, professionalism, and integrity throughout the City organization. The City Manager's Office fosters open and transparent communications, actively solicits and incorporates citizen involvement and participation, and achieves outstanding results through partnerships with other service providers in both the public and private sectors. The City Manager's Office demonstrates through words, actions, and policies a commitment to treat all colleagues and citizens with respect, accountability and dignity.

Performance Measures, Goals, and Objectives

Objectives

- Continue to implement City Council's strategic goals

FY 2018-19 Performance Measures

- Worked with 12 Oaks Mall, Novi Town Center, West Oaks and Twelve Mile Crossing at Fountain Walk to set up a mall circulator for customers between all locations
- Directed Walkable Novi Committee to identify critical sidewalk/pathway gaps for 2018-19 budget with focus on connections to new ITC trail segments and completing major corridors
- Conducted a study for renewable energy options for City's buildings and equipment/vehicles

FY 2019-20 Goals

- Establish a public transit system that will reduce traffic and smog; and endure Novi residents, employees and visitors have stable routes to and from destinations
- Review all City boards and commissions to determine if they are still relevant and what boards and commissions should be added (including having Older Adult Advisory Board and Cultural Arts Board become Council appointed)

DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
Dept 172.00-CITY MANAGER					
PERSONNEL SERVICES	\$ 518,911	\$ 532,642	\$ 546,239	\$ 561,486	\$ 574,652
SUPPLIES	1,518	1,500	1,500	1,500	1,500
OTHER SERVICES AND CHARGES	112,929	132,000	119,170	119,195	119,220
CAPITAL OUTLAY	-	6,700	-	-	-
TOTAL Dept 172.00-CITY MANAGER	\$ 633,358	\$ 672,842	\$ 666,909	\$ 682,181	\$ 695,372

Full-Time Personnel Summary

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
CITY MANAGER'S OFFICE					
City Manager	1.0	1.0	1.0	1.0	0.0
Assistant City Manager	1.0	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
	3.0	3.0	3.0	3.0	0.0

DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND

	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2017-18	2018-19	2019-20	2020-21	2021-22
<i>Financial Services</i>					
Dept 201.00-FINANCE DEPARTMENT					
PERSONNEL SERVICES	\$ 873,029	\$ 949,692	\$ 926,304	\$ 952,423	\$ 1,006,921
SUPPLIES	5,937	11,200	9,000	9,200	9,400
OTHER SERVICES AND CHARGES	82,045	73,660	76,350	113,305	79,000
TOTAL Dept 201.00-FINANCE DEPARTMENT	<u>\$ 961,011</u>	<u>\$ 1,034,552</u>	<u>\$ 1,011,654</u>	<u>\$ 1,074,928</u>	<u>\$ 1,095,321</u>

Full-Time Personnel Summary

	2017-18	2018-19	2018-19	2019-20	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
FINANCIAL SERVICES					
FINANCE DEPARTMENT					
Finance Director/Treasurer/CFO	1.0	1.0	1.0	1.0	0.0
Deputy Finance Director	1.0	1.0	1.0	1.0	0.0
Accountant	1.0	1.0	1.0	1.0	0.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	0.0
Senior Customer Service Representative	1.0	1.0	1.0	1.0	0.0
Purchasing Manager	1.0	1.0	1.0	1.0	0.0
	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>0.0</u>

DEPARTMENTAL INFORMATION

Financial Services: Treasury (253.00)

Overview

The mission of the Treasurer's Department is to provide extraordinary service to the community through continued professional development and cross-training of our staff, and through credible, proactive and continued improvements to our procedures and technologies. The Treasurer's Department is responsible for all monetary collections on behalf of the City of Novi. Treasury oversees the billing, collection and distribution of City, County, School and State Education taxes and prepares the delinquent tax rolls. The Department prepares all special billings and rolls, collects City receivables, conducts daily banking, and issues dog licenses on behalf of Oakland County. The financial services for the Water and Sewer Division are provided by the Department including billing and collection of water and sewer usage; calculation, invoicing and collection of capital charges; administration of monitoring agreements; and the distribution and reconciliation of payback agreements. The Department is also responsible for investing public funds in a manner consistent with the City's Investment Policy with the primary focus and order of priority on security, risk and then yield.

Performance Measures, Goals, and Objectives

Objectives

- Ensure the safety of City funds by working with bank financial experts to incorporate programs consistent with our investment policy principles of safety, liquidity and yield.
- Maintain approximately \$171 million (as of December 31, 2017) in cash and investments including post-retirement health care funding by balancing interest rate risk, risk and concentration of risk.

FY 2018-19 Performance Measures

- Through mailings and other outreach, increased the number of customers utilizing E-billing and direct payment services enhancing customer service and improving cash flow for the City
- Expanded credit card and other electronic payment options and made available to customers in the satellite collection locations in the City Clerks and Public Services departments. The Treasury Department reviewed other methods of payment to help improve customer service

FY 2019-20 Goals

- Expand credit card services for Public Safety and District Court

DEPARTMENTAL INFORMATION

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
<i>Financial Services</i>					
Dept 253.00-TREASURY					
PERSONNEL SERVICES	\$ 283,366	\$ 273,067	\$ 275,279	\$ 281,619	\$ 288,725
SUPPLIES	30,553	32,375	28,500	29,500	30,500
OTHER SERVICES AND CHARGES	31,599	40,200	41,350	41,350	41,350
CAPITAL OUTLAY	1,447	-	-	-	-
TOTAL Dept 253.00-TREASURY	\$ 346,965	\$ 345,642	\$ 345,129	\$ 352,469	\$ 360,575

Full-Time Personnel Summary					
	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
FINANCIAL SERVICES					
TREASURY DEPARTMENT					
Assistant City Treasurer	1.0	1.0	1.0	1.0	0.0
Account Clerk	2.0	2.0	2.0	2.0	0.0
	3.0	3.0	3.0	3.0	0.0

DEPARTMENTAL INFORMATION



Integrated Solutions (IS): Information Technology (205.00)

Overview

The City of Novi Integrated Solutions (IS): Information Technology Department's mission is to form and maintain sustainable relationships with its business partners, leveraging the right balance of technology and governance to engineer technology solutions which are citizen-centric, cost-effective, and drive efficient public service delivery throughout the City. The Integrated Solutions (IS) Department maintains a City-wide service delivery focus while working in collaboration with all City service areas. The team develops plans and strategies for maximizing business value by making the City's technology resources available to more than 300 full-time/part-time staff, volunteers, and the community at large. IS staff provide project management expertise, application/hardware support, technology procurement guidance, custom training, enforcement of uniform governance standards, auditing services and cost-benefit analyses for technology alternatives and recommended solutions. The IS Department also maintains the City's location based information services, resources, and products. Locational intelligence is an integral part of emergency service response, utility asset management, economic/community development, capital improvement planning, and recreation programming. The team's expertise enables the design of interactive web mapping resources, manage automatic vehicle locator (AVL) technology, provide reverse E-911 system support for over 60,000 landline subscribers, administer asset management systems, and professionally design over 30 standardized map products used by the community and staff to communicate how City services are delivered and ordinances are uniformly enforced throughout the community.

Performance Measures, Goals, and Objectives

Objectives

- The key to success is maintaining effective communication channels with other City departments and intergovernmental partners
- Constantly identify opportunities to equip the community with technology solutions delivering outstanding public service
- Develop flexible, cost-effective Information Technology systems for the City including communications, data management, application enhancement/support, and extensible hardware infrastructure
- Provide reliable and secure data center services and support for citywide information technology systems
- Provide wide and local area network (WAN/LAN) design and support, including network monitoring and security
- Provide support for hosted internet services as well as desktop support services
- Embrace the virtual City Hall concept providing 24x7 citizen accesses

FY 2018-19 Performance Measures

- Personal Computers (PC) Refresh annual program completed throughout departments
- Hired management assistance full time employee
- Completed security awareness training
- Completed Firewall replacement purchase
- Continued document imaging (scanning) of departmental documents

DEPARTMENTAL INFORMATION

FY 2019-20 Goals

- Complete Personal Computers (PC) Refresh annual program throughout departments
- Purchase Backup Appliance replacement for the Civic Center
- Purchase E911 Phone Location Database
- Purchase Microsoft Office 365 Upgrade
- Continue document imaging (scanning) of departmental documents

Budget Summary					
GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2017-18	2018-19	2019-20	2020-21	2021-22
<i>Integrated Solutions</i>					
Dept 205.00-INFORMATION TECHNOLOGY					
PERSONNEL SERVICES	\$ 747,635	\$ 758,397	\$ 801,088	\$ 827,165	\$ 851,395
SUPPLIES	31,545	53,650	74,110	73,710	73,710
OTHER SERVICES AND CHARGES	207,215	290,970	370,280	371,940	355,780
CAPITAL OUTLAY	9,154	48,628	59,350	63,000	-
TOTAL Dept 205.00-INFORMATION TECHNOLOGY	\$ 995,549	\$ 1,151,645	\$ 1,304,828	\$ 1,335,815	\$ 1,280,885

Full-Time Personnel Summary					
	2017-18	2018-19	2018-19	2019-20	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
INTEGRATED SOLUTIONS					
INFORMATION TECHNOLOGY DEPARTMENT					
Chief Information Officer	1.0	1.0	1.0	1.0	0.0
Computer Support Specialist	2.0	2.0	2.0	2.0	0.0
GIS Manager	1.0	1.0	1.0	1.0	0.0
Business Analyst	1.0	1.0	1.0	1.0	0.0
GIS/NEAMS Technician	1.0	1.0	1.0	1.0	0.0
IT Manager/Network Operations	1.0	1.0	1.0	1.0	0.0
Management Assistant	0.0	1.0	1.0	1.0	0.0
	7.0	8.0	8.0	8.0	0.0

DEPARTMENTAL INFORMATION

Integrated Solutions (IS): Facility Management (265.00)

Overview

The Integrated Solutions: Facility Management Division's mission is to provide core operation, maintenance, and strategic planning for the City-owned building infrastructure. The Division will deliver these services in a safe, cost-effective, and energy efficient manner in support of the citizens and employees who use these facilities.

Performance Measures, Goals, and Objectives

Objectives

- Facility Management is responsible for the day-to-day operation of City-owned buildings. In this role they are accountable for asset management, preventative maintenance, energy reduction/management, HVAC, repair/renovation, electrical, and contracted services management.

FY 2018-19 Performance Measures

- Replaced one vehicle
- Completed expansion of Police Headquarters electrical panel and replaced sally port header

FY 2019-20 Goals

- Complete HVAC Building Automation Project at the Civic Center and Police Station
- Complete Partition Upgrade Project at the Community Center within the Civic Center
- Complete relocation of Novi Special

DEPARTMENTAL INFORMATION

Budget Summary					
GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2017-18	2018-19	2019-20	2020-21	2021-22
<i>Integrated Solutions</i>					
Dept 265.00-FACILITY MANAGEMENT					
PERSONNEL SERVICES	\$ 345,255	\$ 325,453	\$ 322,085	\$ 331,565	\$ 340,043
SUPPLIES	60,849	18,500	18,500	18,500	18,500
OTHER SERVICES AND CHARGES	640,511	634,282	618,030	603,090	570,030
CAPITAL OUTLAY	4,999	29,654	231,830	568,670	1,377,860
TOTAL Dept 265.00-FACILITY MANAGEMENT	\$ 1,051,614	\$ 1,007,889	\$ 1,190,445	\$ 1,521,825	\$ 2,306,433

Full-Time Personnel Summary					
	2017-18	2018-19	2018-19	2019-20	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
INTEGRATED SOLUTIONS					
FACILITY MANAGEMENT					
Facility Manager	1.0	1.0	1.0	1.0	0.0
Facility Management Specialist	1.0	1.0	1.0	1.0	0.0
Facility Maintenance	1.0	1.0	1.0	1.0	0.0
	3.0	3.0	3.0	3.0	0.0

DEPARTMENTAL INFORMATION

Integrated Solutions (IS): Facility Management – Parks Maintenance (265.10)

Overview

The Integrated Solutions: Facility Management – Parks Maintenance Division's mission is to provide and maintain an exceptional level of service to the residents, customers, volunteers, and visitors to the Novi parks system. The Parks Maintenance team will ensure that concerns are met in a timely and professional manner by working together with contractors, customers, and other departments to provide quality parks and facilities.

The scope of the parks maintenance division includes service to community facilities and parks covering 925 acres, neighborhood parks with over 22 acres, and municipal properties totaling over 234 acres. These parks include amenities such as athletic fields, restrooms, pavilions, common areas, nature trails, and playgrounds.

Performance Measures, Goals, and Objectives

Objectives

- Increase the quality of athletic fields, playgrounds, and amenities through cost effective maintenance and by replacing/repairing equipment proactively.
- Develop a long term plan for establishing and maintaining healthy turf at the Novi Dog Park.
- Reduce flood areas within all parks by installing proper drainage.
- Develop a more effective fertilizer and pesticide programs to better maintain turf on all athletic fields within the parks as well as surrounding areas.
- Perform preventive maintenance by applying the principles and practices of a planned infrastructure management strategy.
- Perform routine maintenance, by taking actions on a regular or controllable basis to keep assets safe and present a proper appearance.
- Perform reactive maintenance, by responding to uncontrollable events and taking actions to immediately rectify a park maintenance concern.
- Establish an equipment maintenance and replacement program for small engine equipment and parks truck fleet.
- Oversee and aid in proposed capital improvement projects and various other funded projects and improvements.
- Address needed repairs and maintain several buildings located throughout the parks.
- Assist and setup for special events including baseball tournaments, River Day, Arbor Day, Light up the Night, etc.

FY 2018-19 Performance Measures

- Hired a parks maintenance full-time staff
- Purchased a ride-on airless paint stripping machine
- Purchased a 1-ton dump truck with plow

FY 2019-20 Goals

- Purchase a Utility Tractor w/o Cab replacement

DEPARTMENTAL INFORMATION

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
<i>Integrated Solutions</i>					
Dept 265.10-FACILITY MANAGEMENT - PARKS MAINT					
PERSONNEL SERVICES	\$ 365,206	\$ 523,598	\$ 514,729	\$ 520,379	\$ 536,633
SUPPLIES	23,308	23,500	23,500	23,500	23,500
OTHER SERVICES AND CHARGES	295,223	344,237	320,340	321,340	321,340
CAPITAL OUTLAY	91,415	637,013	43,700	202,390	87,000
TOTAL Dept 265.10-FAC MGMNT - PARKS MAINT	\$ 775,152	\$ 1,528,348	\$ 902,269	\$ 1,067,609	\$ 968,473

Full-Time Personnel Summary					
	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
INTEGRATED SOLUTIONS					
FACILITY MANAGEMENT - PARKS MAINTENANCE					
Parks & Municipal Property Supervisor	1.0	1.0	1.0	1.0	0.0
Work Leader	1.0	1.0	1.0	1.0	0.0
Park Maintenance	4.0	5.0	5.0	5.0	0.0
	6.0	7.0	7.0	7.0	0.0

DEPARTMENTAL INFORMATION

Assessing Department (209.00)

Overview

The mission of the Assessing Department is to uniformly and equitably value all taxable real and personal property within the City of Novi. The annual creation of this tax base provides funding for education, City services and other government functions. The Assessing Department continually works to improve the quality of service to the public and to deliver reliable information in a timely and professional manner.

Performance Measures, Goals, and Objectives

Objectives

- The department continues to provide useful information to the public through the internet. The department continues to digitally sketch buildings and makes those available on-line.

FY 2018-19 Performance Measures

- Reviewed best practices for AMAR assessment audit
- Approved poverty ordinance relating to asset test

FY 2019-20 Goals

- Purchase a vehicle replacement
- Complete sample audit for personal property

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
Dept 209.00-ASSESSING DEPARTMENT					
PERSONNEL SERVICES	\$ 629,240	\$ 609,365	\$ 627,434	\$ 644,468	\$ 663,443
SUPPLIES	16,434	17,000	18,000	18,000	18,000
OTHER SERVICES AND CHARGES	150,892	200,250	218,910	211,810	215,910
CAPITAL OUTLAY	-	-	-	-	24,000
TOTAL Dept 209.00-ASSESSING DEPARTMENT	\$ 796,566	\$ 826,615	\$ 864,344	\$ 874,278	\$ 921,353

Full-Time Personnel Summary					
	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
ASSESSING					
Assessor	1.0	1.0	1.0	1.0	0.0
Deputy Assessor	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	1.0	1.0	1.0	0.0
Commercial/Industrial Appraiser	1.0	1.0	1.0	1.0	0.0
Residential Appraiser	1.0	1.0	1.0	1.0	0.0
	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>0.0</u>

DEPARTMENTAL INFORMATION

City Attorney, Insurance, and Claims (210.00)

Overview

The City Attorney represents the City in civil and criminal proceedings and serves as legal advisor to the City, its agencies, and officials and in some instances its employees.

As legal advisor, the City Attorney prepares documents and instruments, drafts ordinances, renders formal and informal opinions, reviews contracts and performs other services as required by law.

City Attorney services are contracted through the firm of Rosati, Schultz, Joppich & Amtsbuechler, P.C. City Attorney legal support extends to City Council, Planning Commission, Zoning Board of Appeals, City Administration, and as needed, City Boards and Commissions. The City Attorney does not provide legal advice to members of the public.

Performance Measures, Goals, and Objectives

- Continue to provide professional legal advice and services to the City

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
Dept 210.00-CITY ATTORNEY, INSURANCE, & CLAIMS					
OTHER SERVICES AND CHARGES	\$ 680,799	\$ 702,428	\$ 772,898	\$ 804,801	\$ 814,801
CAPITAL OUTLAY	428	20,000	50,000	50,000	50,000
TOTAL Dept 210.00-CITY ATTRNY, INSUR, & CLAIMS	\$ 681,227	\$ 722,428	\$ 822,898	\$ 854,801	\$ 864,801

DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
Dept 215.00-CITY CLERK					
PERSONNEL SERVICES	\$ 580,483	\$ 614,986	\$ 623,535	\$ 639,215	\$ 657,680
SUPPLIES	37,527	48,000	39,000	39,000	39,000
OTHER SERVICES AND CHARGES	86,091	228,650	179,580	194,580	177,580
CAPITAL OUTLAY	3,647	-	41,700	-	-
TOTAL Dept 215.00-CITY CLERK	\$ 707,748	\$ 891,636	\$ 883,815	\$ 872,795	\$ 874,260

Full-Time Personnel Summary

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
CITY CLERK					
City Clerk	1.0	1.0	1.0	1.0	0.0
Deputy City Clerk	1.0	1.0	1.0	1.0	0.0
Executive Secretary	1.0	1.0	1.0	1.0	0.0
Account Clerk	2.0	2.0	2.0	2.0	0.0
	5.0	5.0	5.0	5.0	0.0

DEPARTMENTAL INFORMATION

Human Resources (270.00)

Overview

The mission of the Human Resources Department (HR) is to provide vision, leadership and guidance while developing a work culture that supports continuous improvement and superior customer service. The department strives to attract, develop and retain a highly qualified, diverse and dynamic workforce. The goal of the department is to provide timely guidance and direction to management as well as all employees.

HR is responsible for providing support to all City Departments by performing the centralized functions of recruitment, selection, testing, on-boarding, training, and staff development. The Department is also responsible for the maintenance and negotiation of various collective bargaining agreements representing six union groups as well as the employment relationship with all non-union employees. The City of Novi HR Department also is responsible for the coordination and administration of the City's various health plans for active and retired employees. The Employee Wellness program, also managed through the HR Department, was designed to provide employees with opportunities to gain information on how to achieve a healthy work/life balance. Wellness opportunities include Health Risk Assessments, weight management, healthy cooking, smoking cessation, financial wellness and various other wellness-based educational opportunities. Programs are marketed to improve overall health and wellbeing and may include incentive-based workshops and challenges (incentives may include nutrition based books or educational materials, gift cards, etc.).

The traditional HR functions including compliance with all employment law requirements such as Equal Employment Opportunity, Fair Labor Standards Act, Family Medical Leave Act, American with Disability Act and the Patient Protection and Affordable Care Act (ACA) are also managed through Human Resources.

Performance Measures, Goals, and Objectives

Objectives

- Continue to provide opportunities for all employees to participate in a variety of wellness workshops and challenges that promote good health and overall wellness, in conjunction with the ACA. Such opportunities may include, but are not be limited to, fitness challenges (altered according to employee ability), fitness memberships or fitness class reimbursements, nutrition classes, health-related campaigns and events, and financial wellness seminars.

FY 2018-19 Performance Measures

- Negotiated Fire Fighters Union Contract
- Replaced scanner

FY 2019-20 Goals

- Negotiate POLC, COAM, and MAFF Union Contracts

DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND

	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2017-18	2018-19	2019-20	2020-21	2021-22
Dept 270.00-HUMAN RESOURCES					
PERSONNEL SERVICES	\$ 369,765	\$ 381,013	\$ 383,576	\$ 395,213	\$ 406,334
SUPPLIES	670	1,000	1,000	1,000	1,000
OTHER SERVICES AND CHARGES	117,054	124,700	115,930	191,955	115,980
CAPITAL OUTLAY	-	14,923	-	-	-
TOTAL Dept 270.00-HUMAN RESOURCES	\$ 487,489	\$ 521,636	\$ 500,506	\$ 588,168	\$ 523,314

Full-Time Personnel Summary

	2017-18	2018-19	2018-19	2019-20	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
HUMAN RESOURCES					
Human Resource Director	1.0	1.0	1.0	1.0	0.0
Human Resource Generalist	1.0	1.0	1.0	1.0	0.0
Benefits Coordinator	1.0	1.0	1.0	1.0	0.0
Account Clerk	0.0	0.0	1.0	1.0	0.0
Customer Service Representative	1.0	1.0	0.0	0.0	0.0
	4.0	4.0	4.0	4.0	0.0

DEPARTMENTAL INFORMATION

Community Relations (295.00)

Overview

The mission of Community Relations is to provide open and thorough communication between the City of Novi and all community members – business and residential. A key element of the efforts is to present a positive image of the City of Novi, internally and externally, through personal, printed, and visual communication, with citizen engagement as an overall goal.

The Community Relations team works with citizens, businesses, and City staff to ensure open lines of communication at all times. Community Relations is also responsible for coordinating employee engagement for the Novi staff team.

The Group also supports and coordinates City events and functions that promote community spirit, volunteer activism, encourage citizen engagement, and enhance the sense of community. Community Relations additionally leads the Employee Wellness and Engagement Series (EWES) to promote City spirit among employees and enhance work culture. Offerings include, but are not limited to Quarterly Employee Recognition Breakfasts, Evening of Appreciation Dinner, years of service recognition awards, annual picnic, National Employee Appreciation Day, Lunch and a Movie, and more.

Performance Measures, Goals, and Objectives

Objectives

- Partner with Accuform Printing to produce the new Engage publication bi-monthly at a reduced cost to the City
- Coordinate the Spring Palooza at the Novi Civic Center
- Coordinate Youth Council initiatives
- Produce cable television programming
- Expand the Employee Wellness and Engagement Series (EWE(s)) to enhance the work culture and overall health and wellness of Novi employees
- Coordinate the annual Evening of Appreciation and State of the City Address
- Manage the City of Novi's presence on Twitter, Facebook, Instagram and NextDoor
- Participate in more than a dozen ribbon cuttings
- Coordinate the Novi Ambassador Academy for education/training of future community leaders and initiated Novi University for City staff
- Produce the Complementary Budget Story
- Publish the bi-annual Community Profile

FY 2018-19 Performance Measures

- Established a one-stop location on website for project information
- Developed City app that will allow residents to quickly see proposed projects, zoning changes, pay bills, and see upcoming City events
- Purchased firewall failover
- Promoted Novi's 50th Birthday year long celebration

DEPARTMENTAL INFORMATION

FY 2019-20 Goals

- Assist PEG Cable Department with purchase of a Video Switcher replacement for the Council Chambers
- Continue to promote Novi's 50th birthday year long celebration

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
Dept 295.00-COMMUNITY RELATIONS					
PERSONNEL SERVICES	\$ 330,323	\$ 314,877	\$ 322,662	\$ 333,520	\$ 342,939
SUPPLIES	11,542	10,800	10,900	10,900	10,900
OTHER SERVICES AND CHARGES	414,601	391,985	385,470	398,470	398,470
TOTAL Dept 295.00-COMMUNITY RELATIONS	\$ 756,466	\$ 717,662	\$ 719,032	\$ 742,890	\$ 752,309

Full-Time Personnel Summary					
	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
COMMUNITY RELATIONS					
Director of Communications	0.5	0.5	0.5	0.5	0.0
Community Relations Specialist	1.0	1.0	1.0	1.0	0.0
Community Outreach & Events Specialist	1.0	1.0	1.0	1.0	0.0
Graphic Design Coordinator	1.0	1.0	1.0	1.0	0.0
	3.5	3.5	3.5	3.5	0.0

DEPARTMENTAL INFORMATION

Economic Development (296.00)

Overview

The mission of Economic Development is to aggressively maintain and improve the City's financial base by emphasizing the importance of economic development, redevelopment, and marketing the City as a distinctive and welcoming place to do business.

Performance Measures, Goals, and Objectives

Objectives

- Refine economic development and marketing policies and work with local partnerships to focus on business retention and attraction efforts which can further diversify and expand the City's tax base and create local jobs
- Facilitate strong identifiable City regional centers and successful vibrant and attractive commercial centers with unique offerings and focal points that serve as destinations for residents and visitors

FY 2018-19 Performance Measures

- Had a mall trolley study performed

FY 2019-20 Goals

- Create a comprehensive sustainability plan that includes businesses, residents, and the City which incorporates not only renewable energy goals but assurance of clean water, environmentally friendly practices, and other green initiatives

DEPARTMENTAL INFORMATION

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
Dept 296.00 ECONOMIC DEVELOPMENT					
PERSONNEL SERVICES	\$ 139,846	\$ 110,998	\$ 153,174	\$ 156,795	\$ 159,698
SUPPLIES	340	800	-	-	-
OTHER SERVICES AND CHARGES	20,522	100,700	28,490	28,515	28,540
CAPITAL OUTLAY	7,500	-	-	-	-
TOTAL Dept 296.00 ECONOMIC DEVELOPMENT	\$ 168,208	\$ 212,498	\$ 181,664	\$ 185,310	\$ 188,238

Full-Time Personnel Summary					
	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
ECONOMIC DEVELOPMENT					
Economic Development Director	1.0	1.0	1.0	1.0	0.0
	1.0	1.0	1.0	1.0	0.0

DEPARTMENTAL INFORMATION

Public Safety: Police Department (301.00)

Overview

The men and women of the Novi Police Department work tirelessly toward providing a safe and healthy community for all to enjoy. We embrace and utilize the most innovative programs available; always striving to be on the cutting edge of new technology. Our focus is on problem oriented and community oriented policing, which is fully embodied in the Department's mission statement, "Partners with our Community." The Novi Police Department is committed to proactively enhancing the quality of life and reducing the criminal fears of all community members.

The Operations Division responds to all emergencies and other calls for police service with uniform personnel. In addition, this division has primary responsibility for the enforcement of state and local laws and ordinances, traffic enforcement, preliminary case investigations, arresting offenders and prisoner processing.

The Support Services Division consists of the Communications Section, Records Section, and the Investigations Section. The Communications Section receives incoming calls for service, dispatching police, fire and ambulance services for Novi and other regional dispatch consortium members. The City of Novi provides emergency dispatch services for the entire City of Novi as well as for the City of South Lyon. The Records Section is responsible for the storage and retention of all official police and fire documents. The unit is also responsible for all aspects of the police computer system as well as the management and storage of all digital in-car camera media, and the police building and Firearms Training Center closed circuit monitoring system. The Investigations Section is comprised of detectives who conduct detailed follow-up into all criminal matters and present their findings for criminal prosecution. The Investigations Section is responsible for all crime prevention programs, our undercover assets in surveillance and narcotics, and the School Resource Officer partnership we have with the Novi Community School District.

Performance Measures, Goals, and Objectives

Objectives

- In support of the goals established by City Council, the Novi Police Department continues to pursue State, Federal and local law enforcement agencies to rent the Firearms Training Center.

FY 2018-19 Performance Measures

- Added two new police officers to meet changing public safety needs and population growth
- Gas mask replacements purchased
- Upgraded door control, monitoring and intercom system
- Continued to update "dangerous intersections" report with specific recommendations and incorporate into CIP
- Replaced marked vehicles (5 vehicles; in conjunction with Forfeiture Fund)
- Unmarked vehicle replacements purchased for investigations (in conjunction with Forfeiture Fund)
- Replaced firearms training simulator (funding provided by Gun Range Fund)
- Purchased handheld narcotics analyzer (Forfeiture Fund funding)
- Purchased ballistic helmets (70)

DEPARTMENTAL INFORMATION

FY 2019-20 Goals

- Replace marked vehicles (6 vehicles; in conjunction with Forfeiture Fund)
- Unmarked vehicle replacement purchase for investigations (in conjunction with Forfeiture Fund)
- Replace 4 speed signs
- Provide additional public safety resources for Schools located in Novi
- Hire a part-time Crossing Guard at Deerfield

The Forfeiture Special Revenue Fund records all receipts and expenditures relating to Federal, State, Local and OWI, forfeited and legally restricted, funds relating to narcotic trafficking, money laundering, State laws and ordinances.

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
<i>Public Safety</i>					
Dept 301.00-POLICE DEPARTMENT					
PERSONNEL SERVICES	\$ 11,559,960	\$ 11,654,120	\$ 11,896,655	\$ 12,241,443	\$ 12,609,205
SUPPLIES	290,839	318,010	263,890	263,890	263,890
OTHER SERVICES AND CHARGES	1,033,523	1,105,695	1,108,760	1,110,260	1,111,260
CAPITAL OUTLAY	377,787	60,500	-	177,850	-
TOTAL Dept 301.00-POLICE DEPARTMENT	\$ 13,262,109	\$ 13,138,325	\$ 13,269,305	\$ 13,793,443	\$ 13,984,355

Full-Time Personnel Summary					
	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
PUBLIC SAFETY					
POLICE DEPARTMENT					
Director of Public Safety/Chief of Police	1.0	1.0	1.0	1.0	0.0
Assistant Chief of Police	2.0	2.0	2.0	2.0	0.0
Lieutenant	2.0	2.0	2.0	2.0	0.0
Sergeant	10.0	10.0	10.0	10.0	0.0
Analyst Planner/Office Manager	1.0	1.0	1.0	1.0	0.0
Communications Shift Leader	4.0	4.0	4.0	4.0	0.0
Communications Manager	1.0	1.0	1.0	1.0	0.0
Dispatcher	10.0	10.0	10.0	10.0	0.0
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
Police Officer	43.0	45.0	44.0	44.0	0.0
Detective	11.0	11.0	12.0	12.0	0.0
Police Clerk	6.0	6.0	6.0	6.0	0.0
Public Safety Performance Measurement Analyst	1.0	1.0	1.0	1.0	0.0
Lead Mechanic	1.0	1.0	1.0	1.0	0.0
	94.0	96.0	96.0	96.0	0.0

DEPARTMENTAL INFORMATION



Public Safety: Fire Department (337.00)

Overview

The Novi Fire Department provides fire protection services as well as Basic Life Support, Fire Prevention & Education Services, and Fire Code and Commercial Inspection Services. The department has oversight and operational responsibility for coordinating and administering a private Advanced Life Support contract with Community Emergency Medical Services (CEMS). The men and women of the Novi Fire Department work in concert with other public and private safety and emergency medical service providers to ensure a safe and efficient service delivery model.

The Novi Fire Department is responsible for providing the community of Novi with life and property protection from fire and other threatening situations. The Department takes pride in providing timely response and effective management of fire control situations, rescue, medical and environmental emergencies. The Department is involved in the enforcement of State laws and City ordinances that relate to fire protection. Inspections of commercial/industrial buildings and multiple dwellings are conducted to determine if buildings comply with Fire Protection Code.

The Novi Fire Department is a combination Department, staffed by full-time, part-time, and paid-on-call members.

The Operations Division responds to all fire, medical emergencies, hazardous material, and service incidents in Novi, as well as mutual aid requests from surrounding communities.

The Training Division provides fire, medical, and related instruction to members of the Department. Fire safety, cardiopulmonary resuscitation training and fire protection education programs are provided to the public.

Performance Measures, Goals, and Objectives

Objectives

- The Fire Department and Public Safety Administration continue to place considerable emphasis on the recruitment and marketing efforts for paid-on-call firefighter positions.

FY 2018-19 Performance Measures

- Purchased stair chair replacement
- Introduced a bike patrol unit
- Purchased two thermal image cameras
- Purchased squad replacement
- Purchased Lieutenant command vehicle replacement

FY 2019-20 Goals

- Purchase replacements for a Squad & Fire Rescue Boat
- Purchase weight equipment for Fire Stations (4)
- Purchase Turn-Out Gear Washer/Extractor & Dryer replacements and secondary stackable washer/dryer (Fire Station #4)

DEPARTMENTAL INFORMATION

FY 2019-20 Goals (continued)

- Establish a strategic plan for the Novi Fire Department. This would include short and long term goals for the department, analysis of the current staging model, and consideration of basic life support transport by City firefighters

The operations of the Police and Fire Departments within the General Fund, including payment for personnel-related expenditures and for the purchase of fire trucks, apparatus and equipment is supplemented by the City Charter authorized Public Safety property tax millage.

The Police and Fire Departments support and assist in the coordination of the City events and functions that promote community spirit, volunteer activism, encourage citizen engagement, promote City spirit amongst staff and enhance work culture. Offerings include Annual Police and Fire Awards Ceremony, hosting training for staff as well as citizens and outside agencies, hosting meetings with outside agencies, the 911 Recognition Breakfast, Spring for Novi, retirement ceremonies, new hire oath ceremonies, and Addicted to Movies Not Drugs and Addicted to Games Not Drugs events. Crime prevention items, light refreshments as well as plaques are purchased as necessary.

Budget Summary					
GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2017-18	2018-19	2019-20	2020-21	2021-22
<i>Public Safety</i>					
Dept 337.00-FIRE DEPARTMENT					
PERSONNEL SERVICES	\$ 4,861,691	\$ 4,941,846	\$ 4,933,485	\$ 5,129,336	\$ 5,276,761
SUPPLIES	164,934	244,865	193,500	174,000	174,000
OTHER SERVICES AND CHARGES	653,546	700,925	608,330	609,330	610,330
CAPITAL OUTLAY	111,420	359,125	574,970	61,500	-
TOTAL Dept 337.00-FIRE DEPARTMENT	\$ 5,791,591	\$ 6,246,761	\$ 6,310,285	\$ 5,974,166	\$ 6,061,091

Full-Time Personnel Summary					
	2017-18	2018-19	2018-19	2019-20	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
PUBLIC SAFETY					
FIRE DEPARTMENT					
Director of Emergency Medical Svcs & Fire Operations	1.0	1.0	1.0	1.0	0.0
Fire Marshal	1.0	1.0	1.0	1.0	0.0
Fire Protection Officer	18.0	18.0	18.0	18.0	0.0
Fire Lieutenant	4.0	4.0	4.0	4.0	0.0
Fire Captain	4.0	4.0	4.0	4.0	0.0
Training Officer	1.0	1.0	1.0	1.0	0.0
	29.0	29.0	29.0	29.0	0.0

DEPARTMENTAL INFORMATION

Community Development — Building Department (371.00)

Overview

The Community Development – Building Department strives daily to apply the vision and goals set by the City Council, Commissions and Boards to the development and transformation of the Novi community. Quality development constructed in accordance with the high standards contributed to Novi's ability to weather the recent economic storm better than many similar communities. As economic conditions continue to improve, so does the opportunity to leverage the desirability and stability of the community to attract new businesses and residents with first class development, investment, and job opportunities.

Ordinance Enforcement continues to be a significant need and this will hold true for the near future. Whether addressing minor yard maintenance, signage and zoning violations, soil erosion and sedimentation control or removing entire buildings, these efforts are effective throughout our neighborhoods and are carried out in cooperation with many other departments.

The Community Development Department continues to work closely with staff provide exemplary customer service to our residents, customers and businesses. This often means expending extraordinary effort to assist, guide and support new businesses and developments in the City.

Performance Measures, Goals, and Objectives

Objectives

- Continue development and growth in use of the capabilities of the BS&A Building.Net software including project closeout and workflow.

FY 2018-19 Performance Measures

- Completed a comprehensive wildlife habitat study to ensure all future developments account for the environment, noting last study was performed in 1993

FY 2019-20 Goals

- Purchase a vehicle replacement

DEPARTMENTAL INFORMATION

Budget Summary					
GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2017-18	2018-19	2019-20	2020-21	2021-22
Community Development					
Dept 371.00-COMMUNITY DEVELOPMENT-BUILDING					
PERSONNEL SERVICES	\$ 1,638,216	\$ 1,630,715	\$ 1,707,718	\$ 1,751,549	\$ 1,797,388
SUPPLIES	15,648	32,700	33,200	33,200	33,200
OTHER SERVICES AND CHARGES	359,983	362,461	337,250	337,350	404,450
CAPITAL OUTLAY	27,097	-	24,000	16,850	24,000
TOTAL Dept 371.00-COMM DEVELOP-BUILDING	\$ 2,040,944	\$ 2,025,876	\$ 2,102,168	\$ 2,138,949	\$ 2,259,038

Full-Time Personnel Summary					
	2017-18	2018-19	2018-19	2019-20	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
COMMUNITY DEVELOPMENT					
BUILDING DEPARTMENT					
Community Development Director	1.0	1.0	1.0	1.0	0.0
Community Development Deputy Director	1.0	1.0	1.0	1.0	0.0
Bond Coordinator	1.0	1.0	1.0	1.0	0.0
Building Inspector	2.0	2.0	2.0	2.0	0.0
Code Compliance Officer	3.0	3.0	3.0	3.0	0.0
Customer Service Representative	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	2.0	2.0	2.0	0.0
Electrical Inspector	1.0	1.0	1.0	1.0	0.0
Plumbing Inspector	1.0	1.0	1.0	1.0	0.0
Mechanical Inspector	1.0	1.0	1.0	1.0	0.0
Senior Customer Service Representative	1.0	0.0	0.0	0.0	0.0
Project Coordinator	1.0	1.0	1.0	1.0	0.0
Plan Examiner	1.0	1.0	1.0	1.0	0.0
	16.0	16.0	16.0	16.0	0.0

DEPARTMENTAL INFORMATION

Community Development — Planning Department (807.00)

Overview

The Community Development: Planning Department strives daily to apply the vision and goals set by the City Council, Commissions and Boards to the development and transformation of the Novi community. Quality development constructed in accordance with the high standards contributed to Novi's ability to weather the recent economic storm better than many similar communities. As economic conditions continue to improve, so does the opportunity to leverage the desirability and stability of the community to attract new businesses and residents with first class development, investment, and job opportunities.

The continuum of planning through physical construction followed by maintenance and redevelopment of the built environment remains a high priority. Development standards need to reflect uses, materials and processes that did not exist a decade ago. Continued implementation of the Non-Motorized Master Plan focuses on pathways and sidewalks to enhance the quality of life for Novi residents and the character of the community, while prioritizing the allocation of funds and other resources for improvements to the non-motorized network. Continuous improvement and refinement of the Zoning Ordinance through amendments and Master Plan recommendations balance the priorities of the residential, development and business communities.

The Community Development Department continues to work closely with staff provide exemplary customer service to our residents, customers and businesses. This often means expending extraordinary effort to assist, guide and support new businesses and developments in the City.

Performance Measures, Goals, and Objectives

Objectives

- Continue development and growth in use of the capabilities of the BS&A Building.Net software including project closeout and workflow.

FY 2018-19 Performance Measures

- Continued document imaging/scanning project
- Updated Non-Motorized Master Plan

FY 2019-20 Goals

- Continue document imaging/scanning project

DEPARTMENTAL INFORMATION

Budget Summary					
GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2017-18	2018-19	2019-20	2020-21	2021-22
Community Development					
Dept 807.00-COMMUNITY DEVELOPMENT-PLANNING					
PERSONNEL SERVICES	\$ 457,130	\$ 469,421	\$ 484,123	\$ 520,316	\$ 508,895
SUPPLIES	854	5,700	5,600	5,600	5,600
OTHER SERVICES AND CHARGES	108,643	189,205	103,110	103,110	53,110
CAPITAL OUTLAY	18,990	-	-	-	-
TOTAL Dept 807.00-COMM DEVELOP-PLANNING	\$ 585,617	\$ 664,326	\$ 592,833	\$ 629,026	\$ 567,605

Full-Time Personnel Summary					
	2017-18	2018-19	2018-19	2019-20	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
COMMUNITY DEVELOPMENT					
PLANNING DEPARTMENT					
City Planner	1.0	1.0	1.0	1.0	0.0
Landscape Architect	1.0	1.0	1.0	1.0	0.0
Planning Assistant	1.0	1.0	1.0	1.0	0.0
Planner	2.0	2.0	2.0	2.0	0.0
	5.0	5.0	5.0	5.0	0.0

DEPARTMENTAL INFORMATION

Department of Public Works — Administration (442.00)

Overview

DPW staff members are committed to responding to and efficiently fulfilling service requests while maintaining the high quality of service that Novi residents expect. DPW's top priority is to provide a safe and healthy environment for the residents and business owners of the community. The department is comprised of dedicated and professional individuals who have a shared goal of ensuring the health, safety and welfare of the community.

Performance Measures, Goals, and Objectives

Objectives

- The Administration Division is primarily responsible for providing direct support to the Department of Public Work's day-to-day activities.

FY 2018-19 Performance Measures

- Updated and streamlined finance-related processes and procedures within all DPW divisions, including budgeting, purchasing, accounts payable, etc.
- Assisted with DPW Building renovation

FY 2019-20 Goals

- Continue to assist with DPW Building renovation

DEPARTMENTAL INFORMATION

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
Department of Public Works					
Dept 442.00-DPW ADMINISTRATION DIVISION					
PERSONNEL SERVICES	\$ 198,765	\$ 285,968	\$ 284,644	\$ 291,965	\$ 300,666
SUPPLIES	10,382	37,336	10,900	10,900	10,900
OTHER SERVICES AND CHARGES	155,809	124,515	120,540	120,590	139,140
CAPITAL OUTLAY	6,700	-	-	-	-
TOTAL Dept 442.00-DPW ADMINISTRATION	\$ 371,656	\$ 447,819	\$ 416,084	\$ 423,455	\$ 450,706

Full-Time Personnel Summary					
	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
DEPARTMENT OF PUBLIC WORKS (DPW)					
ADMINISTRATION					
Public Works Director	1.0	1.0	1.0	1.0	0.0
Analyst Planner	1.0	1.0	0.0	0.0	0.0
Budget Analyst	0.0	0.0	1.0	1.0	0.0
Senior Customer Service Representative	0.25	0.25	0.25	0.25	0.0
	2.25	2.25	2.25	2.25	0.00

DEPARTMENTAL INFORMATION



Department of Public Works — Engineering (442.10)

Overview

DPW staff members are committed to responding to and efficiently fulfilling service requests while maintaining the high quality of service that Novi residents expect. DPW's top priority is to provide a safe and healthy environment for the residents and business owners of the community. The department is comprised of dedicated and professional individuals who have a shared goal of ensuring the health, safety and welfare of the community.

Performance Measures, Goals, and Objectives

Objectives

- The Engineering Division performs civil engineering activities involving:
 - 1) Planning, designing and constructing public capital projects
 - 2) Site plan review & oversight of the design/construction of private development projects
 - 3) Coordinating and controlling engineering inspection of public and private construction projects; Issuing permits for and inspecting construction in the City's rights-of-way.
 - 4) Providing technical assistance to other DPW divisions and other City departments that need professional civil engineering support.

FY 2018-19 Performance Measures

- Completed Annual Neighborhood Rehabilitation, Repaving, and Reconstruction Program
- Completed annual concrete panel repair program
- Rehabilitated 13 Mile Road (Novi Road to Meadowbrook)
- Repaired West Park Bridge over CSZ Railroad
- Repaired Novi Road Cemetery to make it accessible to everyone. Roads needed repair to bring it up to world-class specifications
- Traffic signal backplates installed
- Traffic signal modernized at Beck Road and 9 Mile Road
- Traffic signal modernized and dedicated left turn lane added at SB Haggerty and 14 Mile
- Traffic signal modernized at Beck Road and Pontiac Trail
- Completed Annual ADA sidewalk and pathways compliance
- Completed Boardwalk extension and repairs/replacement program
- Completed Fire Station #2 parking lot improvements
- Completed sidewalks and pathways at the following locations
 - ◇ Wixom Road (West side; Catholic Central to Island Lake)
 - ◇ Beck Road (West side; 11 Mile Road to Providence)
 - ◇ Grand River Ave (South side; Sixth Gate to Main Street)
 - ◇ Haggerty Road Pathway (Eight Mile to North of Orchard Hill Place)
 - ◇ Haggerty Road Pathway (South of High Pointe Blvd)
 - ◇ Haggerty Road (West side; Nine Mile Road to High Pointe)
 - ◇ Meadowbrook Road (West side; Gateway Village to 11 Mile)

DEPARTMENTAL INFORMATION

FY 2019-20 Goals

- Annual Neighborhood Rehabilitation, Repaving, and Reconstruction Program
- Annual Concrete Panel Repair Program
- Flint Street Realignment/Reconstruction – Phase 1 (Novi Road/Grand River Avenue intersection bypass) - aka Southwest Quadrant Ring Road
- Cabot Drive Reconstruction (12 Mile Road to 13 Mile Road) & Lewis Drive Reconstruction (Cabot Drive to Haggerty Road)
- Lee BeGole Drive Reconstruction (11 Mile Road to Terminus)
- Novi Road Bridge over I96 repairs
- Traffic Signal Backplate Installations
- Sidewalk Segment 53—Beck Road (West side; 11 Mile Road to Bosco Fields)
- Sidewalk & Pathway Improvements (SAFE Route to Schools)
- Sidewalk Segment 51—10 Mile Road (North side; Dinser Drive to Woodham)
- Headwall Repair—Lee BeGole Drive (east side)
- Purchase a pooled vehicle replacement
- Work with Road Commission to do short-term fixes to 10 Mile Road and 12 Mile Road-worst roads in the City
- Complete direct sidewalk connection to ITC Trail on at least one side of 10 Mile Road (located to avoid conflict with any future road improvements)
- Complete Shawood Lake Study

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
<i>Department of Public Works</i>					
Dept 442.10-DPW ENGINEERING DIVISION					
PERSONNEL SERVICES	\$ 182,206	\$ 152,415	\$ 184,904	\$ 200,239	\$ 213,967
SUPPLIES	2,720	2,000	2,000	2,000	2,000
OTHER SERVICES AND CHARGES	313,174	198,406	174,100	170,150	170,200
CAPITAL OUTLAY	30,568	225,117	25,000	152,978	-
TOTAL Dept 442.10-DPW ENGINEERING DIVISION	\$ 528,668	\$ 577,938	\$ 386,004	\$ 525,367	\$ 386,167

Full-Time Personnel Summary					
	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
DEPARTMENT OF PUBLIC WORKS (DPW)					
ENGINEERING DIVISION					
Engineering Senior Manager	1.0	1.0	1.0	1.0	0.0
Plan Review Engineer	1.0	1.0	1.0	1.0	0.0
Construction Engineer Coordinator	1.0	1.0	1.0	1.0	0.0
Construction Engineer	1.0	1.0	1.0	1.0	0.0
Staff Civil Engineer	1.0	1.0	1.0	1.0	0.0
	5.0	5.0	5.0	5.0	0.0

DEPARTMENTAL INFORMATION

Department of Public Works — Field Operations (442.20)

Overview

DPW staff members are committed to responding to and efficiently fulfilling service requests while maintaining the high quality of service that Novi residents expect. DPW's top priority is to provide a safe and healthy environment for the residents and business owners of the community. The department is comprised of dedicated and professional individuals who have a shared goal of ensuring the health, safety and welfare of the community.

Performance Measures, Goals, and Objectives

Objectives

- The Field Operations Division plays a key role in optimizing the useful life of many of Novi's infrastructure assets. Field Operations is responsible for road maintenance and repair, snow and ice removal, bridge maintenance, drain maintenance, forestry operations, street light maintenance, implementation of the City's mosquito control program, recycling center operation and maintenance, roadside debris clean-up, community special event support, and traffic control sign fabrication, installation and repair. These operations not only are budgeted within the General Fund, but are also budgeted throughout several special revenue funds: Major Street, Local Street, Municipal Street, Tree, and Drain.

FY 2018-19 Performance Measures

- Purchased 6 pickup utility boxes
- Purchased front-end loader replacement
- Replaced a single-axle dump truck swap loader with front plow
- Purchased a DPW in-ground vehicle lift replacement

FY 2019-20 Goals

- Complete DTE-Owned Streetlights LED conversion (365 streetlights)
- Purchase one Tandem-axle dump truck, two single-axle dump trucks, and one 1-ton dump truck
- Purchase Street sign Printer, Software, Laminator, & Plotter (Traffic Jet System)
- Complete Stormwater Asset Condition Evaluation
- Purchase NEAMS tablet upgrade
- Create a plan for upgrading all of our major commercial corridors with streetlights, landscaping, etc.

DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND

	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2017-18	2018-19	2019-20	2020-21	2021-22
Department of Public Works					
Dept 442.20-DPW FIELD OPERATIONS DIVISION					
PERSONNEL SERVICES	\$ 220,926	\$ 140,107	\$ 251,379	\$ 325,160	\$ 380,635
SUPPLIES	85,007	98,562	108,500	109,500	109,500
OTHER SERVICES AND CHARGES	683,763	643,998	589,610	564,560	564,660
CAPITAL OUTLAY	573,763	1,024,901	974,000	77,000	234,000
TOTAL Dept 442.20-DPW FIELD OPERATIONS	\$ 1,563,459	\$ 1,907,568	\$ 1,923,489	\$ 1,076,220	\$ 1,288,795

Full-Time Personnel Summary

	2017-18	2018-19	2018-19	2019-20	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
DEPARTMENT OF PUBLIC WORKS (DPW)					
FIELD OPERATIONS DIVISION					
Field Operations Senior Manager	1.0	1.0	1.0	1.0	0.0
Roadway Asset Manager	1.0	1.0	1.0	1.0	0.0
Heavy Equipment Operator	4.0	4.0	4.0	4.0	0.0
Light Equipment Operator	6.0	6.0	6.0	6.0	0.0
Senior Customer Service Representative	2.0	2.0	2.0	2.0	0.0
Sign Technician	1.0	1.0	1.0	1.0	0.0
Work Leader	3.0	3.0	3.0	3.0	0.0
	18.0	18.0	18.0	18.0	0.0

DEPARTMENTAL INFORMATION

Department of Public Works — Fleet Asset (442.30)

Overview

DPW staff members are committed to responding to and efficiently fulfilling service requests while maintaining the high quality of service that Novi residents expect. DPW's top priority is to provide a safe and healthy environment for the residents and business owners of the community. The department is comprised of dedicated and professional individuals who have a shared goal of ensuring the health, safety and welfare of the community.

Performance Measures, Goals, and Objectives

Objectives

- The Fleet Asset Division is responsible for maintaining the City's fleet, which is made up of over 300 vehicles and pieces of heavy equipment. The fleet is maintained at separate maintenance facilities located at the Field Services Complex and Police Department Headquarters.

FY 2018-19 Performance Measures

- Purchased inground vehicle lift replacement (2)
- Continued implementation of Fleet Mgmt/Integration Software
- Purchased and implemented Fuel Management System
- Continued to assist departments with vehicle & other equipment purchases and maintenance

FY 2019-20 Goals

- Continue to assist departments with vehicle & other heavy equipment purchases and maintenance:
 - ◇ Squad replacement
 - ◇ Dump truck replacements
 - ◇ Vehicle replacements
 - ◇ Fire Boat replacement
 - ◇ Marked and unmarked police vehicle replacements

DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND

	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2017-18	2018-19	2019-20	2020-21	2021-22
<i>Department of Public Works</i>					
Dept 442.30-DPW FLEET ASSET DIVISION					
PERSONNEL SERVICES	\$ 350,658	\$ 362,703	\$ 387,826	\$ 399,570	\$ 410,836
SUPPLIES	43,264	44,500	27,000	27,000	27,000
OTHER SERVICES AND CHARGES	335,555	335,200	354,420	345,640	348,140
CAPITAL OUTLAY	256,850	106,043	-	60,200	91,000
TOTAL Dept 442.30-DPW FLEET ASSET DIVISION	\$ 986,327	\$ 848,446	\$ 769,246	\$ 832,410	\$ 876,976

Full-Time Personnel Summary

	2017-18	2018-19	2018-19	2019-20	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
DEPARTMENT OF PUBLIC WORKS (DPW)					
FLEET ASSET DIVISION					
Fleet Asset Manager	1.0	1.0	1.0	1.0	0.0
Head Mechanic	1.0	1.0	0.0	0.0	0.0
Lead Mechanic	1.0	1.0	0.0	0.0	0.0
Mechanic	1.0	1.0	3.0	3.0	0.0
	4.00	4.00	4.00	4.00	0.00

DEPARTMENTAL INFORMATION

Department of Public Works — Water & Sewer Department (592.00)

Overview

DPW staff members are committed to responding to and efficiently fulfilling service requests while maintaining the high quality of service that Novi residents expect. DPW's top priority is to provide a safe and healthy environment for the residents and business owners of the community. The department is comprised of dedicated and professional individuals who have a shared goal of ensuring the health, safety and welfare of the community.

Performance Measures, Goals, and Objectives

Objectives

- The Water & Sewer Department is responsible for the management of the City's water distribution and sanitary sewage collection systems. Water & Sewer workers operate, maintain, monitor, and control water and sewer pipeline networks, water system pumping stations, sanitary sewage lift stations and pump stations, and water/sewer meters. Maintenance activities include reactive, routine and preventive maintenance services that preserve the useful life of the City's water and sanitary sewer infrastructure assets. All of these activities are accounted for within its own enterprise fund.

FY 2018-19 Performance Measures

- Rouge Valley Sanitary Disposal System Improvements completed
- Residential footing drain disconnection program completed
- Sanitary sewer main rehabilitation completed
- Drakes Bay Pump Station Project completed
- Sanitary sewer manhole rehabilitation completed
- Sanitary lift station access drive rehabilitation completed
- Island Lake booster station security fence and gate installation completed
- Hudson lift station building improvements completed
- Fixed network—advanced metering infrastructure project (phase 2—meter replacement) completed
- Purchased a sewer line rapid assessment tool
- Purchased and installed the West Park storage facility—hydra security system
- Purchased two F-350 with plow replacement vehicles
- Purchased NEAMS Cityworks storeroom inventory module

FY 2019-20 Goals

- Sanitary Sewer Main Rehab—YEAR 2
- Walled Lake District Sanitary Sewer Repairs—YEAR 1
- MDEQ Stormwater Management Compliance (MS4) - Phase 1 DPW Vector Dumping Station & Phase 2 DPW Site Improvements
- West Park Booster Station Upgrades (4 VFD replacements) & Island Lake Booster Station Upgrades (2 VFD replacements)
- Purchase two vehicles with plows
- Complete Condition Assessment of Various PCCP Transmission Mains (PCCP along Novi Road; from 14 Mile Road to 10 Mile Road)
- Contract Water & Sewer Asset Location Services
- Complete Water & Sewer Engineering Study, Training, & Enhanced Electrical Safety Program

DEPARTMENTAL INFORMATION

Budget Summary					
WATER AND SEWER FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Operating revenue	\$ 23,786,086	\$ 24,017,183	\$ 24,161,000	\$ 24,261,000	\$ 24,461,000
Capital contributions	5,203,886	2,850,000	1,350,000	1,350,000	1,350,000
Federal Grants	543,438	124,363	-	-	-
Interest income	788,466	972,722	915,061	909,213	903,004
Other revenue	211,380	210,500	207,500	209,500	211,500
TOTAL ESTIMATED REVENUES	\$ 30,533,256	\$ 28,174,768	\$ 26,633,561	\$ 26,729,713	\$ 26,925,504
APPROPRIATIONS					
Personnel services	\$ 1,528,688	\$ 1,442,977	\$ 1,435,523	\$ 1,469,224	\$ 1,508,161
Supplies	107,217	68,715	65,600	65,600	65,600
Other services and charges	24,444,434	21,334,729	21,315,375	21,383,076	22,031,626
Capital outlay	129,105	20,386,123	2,787,063	4,119,813	3,952,117
Debt service	2,250	-	-	-	-
Transfers out	-	3,103,100	-	-	-
TOTAL APPROPRIATIONS	\$ 26,211,694	\$ 46,335,644	\$ 25,603,561	\$ 27,037,713	\$ 27,557,504

Full-Time Personnel Summary					
	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
WATER AND SEWER FUND					
WATER AND SEWER DEPARTMENT					
Water & Sewer Financial Specialist	1.0	1.0	1.0	1.0	0.0
Water & Sewer Asset Manager	0.0	0.0	0.0	0.0	0.0
Water & Sewer Manager	1.0	1.0	1.0	1.0	0.0
Water and Sewer Senior Manager	1.0	1.0	1.0	1.0	0.0
Light Equipment Operator	4.0	4.0	4.0	4.0	0.0
Maintenance	3.0	3.0	3.0	3.0	0.0
Senior Customer Service Representative	1.75	1.75	1.75	1.75	0.0
Water & Sewer Cross Connection Specialist	1.0	1.0	1.0	1.0	0.0
Work Leader	1.0	1.0	1.0	1.0	0.0
TOTAL WATER AND SEWER FUND	13.75	13.75	13.75	13.75	0.0

DEPARTMENTAL INFORMATION

Novi Youth Assistance (665.00)

Overview

Novi Youth Assistance is dedicated to the prevention of juvenile delinquency, child abuse and child neglect in the 26 communities within Oakland County and is administered under the auspices of the Oakland County Circuit Court-Family Division. Novi Youth Assistance operates with the sponsorship of the Oakland County Circuit Court-Family Division, the Novi Community School District, the City of Novi, with principal funding supplied through the Oakland County Board of Commissioners.

Performance Measures, Goals, and Objectives

Objectives

- Continue to provide successful, positive, and effective services and programs to youths

FY 2018-19 Performance Measures

- Hosted 37th Annual NYA Bowl-A-thon
- Youth Recognition Ceremony event held to honor local youth for their outstanding volunteer efforts

FY 2019-20 Goals

- Host 38th Annual NYA Bowl-A-Thon
- Offer summer program to engage youth in fun educational and recreational activities to promote positive social and emotional development

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
Dept 665.00-NOVI YOUTH ASSISTANCE					
PERSONNEL SERVICES	\$ 47,363	\$ 47,159	\$ 47,212	\$ 47,792	\$ 48,377
SUPPLIES	4,670	6,500	6,500	6,500	6,500
OTHER SERVICES AND CHARGES	294	100	-	-	-
TOTAL Dept 665.00-NOVI YOUTH ASSISTANCE	\$ 52,327	\$ 53,759	\$ 53,712	\$ 54,292	\$ 54,877

DEPARTMENTAL INFORMATION

Historical Commission (803.00)

Overview

Since 1986, the Novi Historical Commission has worked in partnership with the City of Novi, Novi Public Library, educators, and others to provide programs and services concerning the history of our community. The Commission's work includes the development of presentations, exhibits, and events that showcase the over 180 year history of Novi. The Novi Historical Commission is located within the Novi Public Library and offers open office hours in the Local History Room on the first and third Mondays of each month.

Performance Measures, Goals, and Objectives

Objectives

- Continue to collect and preserve the history of Novi through the solicitation of donated documents, photographs, and recorded personal experiences

FY 2018-19 Performance Measures

- Assisted with Novi' 50th Birthday year long celebration

FY 2019-20 Goals

- Continue to assist with Novi' 50th Birthday year long celebration

Budget Summary					
GENERAL FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
Dept 803.00-HISTORICAL COMMISSION					
OTHER SERVICES AND CHARGES	\$ 5,199	\$ 14,000	\$ 8,000	\$ 8,000	\$ 8,000
TOTAL Dept 803.00-HISTORICAL COMMISSION	\$ 5,199	\$ 14,000	\$ 8,000	\$ 8,000	\$ 8,000

DEPARTMENTAL INFORMATION

Parks, Recreation, and Cultural Services: Administration (691.00), Recreation (693.00), & Older Adult Services (695.00)

Overview

The mission of Parks, Recreation and Cultural Services (PRCS) is “Provide exceptional park, recreational and cultural opportunities that are diverse and enhance lives.” The vision of PRCS is “To be seen as an essential service whose benefits are recognized and valued in the Novi Community.” The Department administers all parks, recreation and cultural services operations, including strategic direction, policy development, older adult services and resource identification. The Department serves as the liaison to the Parks, Recreation and Cultural Services Commission, the Novi Parks Foundation, and also coordinates the Cultural Arts Advisory Board and the Older Adult Advisory Board. There are three divisions within Parks, Recreation and Cultural Services: Administration, Recreation, and Older Adult Services. Any revenues and expenditures related to any of these activities are recorded within their own special revenue fund separate from the General Fund, except for contributions from the General Fund for capital purchases.

Performance Measures, Goals, and Objectives

Objectives

The core values for the Novi Parks, Recreation and Cultural Services Department are: “Innovation, Excellence, Integrity, Inclusion and Environment.” These core values are qualities that shape our culture and define the character of the organization. Core values were identified by staff, community and Park Commissioner input and defined as follows:

- Innovation – Be at the forefront of forming industry standards
- Excellence – Passion to do our best in each moment
- Integrity – Do the right thing the right way
- Inclusion – Provide programming and services for the entire community
- Environment – Protect the environment and educate the community about its value

FY 2018-19 Performance Measures

- Trailhead completed at Nine Mile and Garfield - ITC Corridor
- Expanded senior transit
- Completed the parks and recreation strategic master plan
- Purchased and installed the Township Hall security cameras
- Repaired ITC Community Sports Park and Rotary Park tennis courts
- Purchased two Older Adult Services transit van replacements

FY 2019-20 Goals

- Ella Mae Power Park Lighting—Ball Fields 5 & 6
- Tim Pope Play Structure replacement
- Ella Mae Power Park South Playground replacement
- Accelerate funding of neighborhood park improvements at Wildlife Woods, Novi Northwest Park, and Villagewood Lake Park using CIP millage

DEPARTMENTAL INFORMATION

Budget Summary

PARKS, RECREATION & CULTURAL SERVICES FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Property tax revenue	\$ 1,309,849	\$ 1,357,654	\$ 1,411,336	\$ 1,470,729	\$ 1,529,390
Donations	71,826	59,200	123,500	37,500	68,500
Interest income	16,487	20,805	30,000	16,772	16,656
Older adult program revenue	185,123	157,750	155,350	155,350	155,350
Other revenue	12,551	12,400	5,000	5,000	5,000
Program revenue	1,351,593	1,225,080	1,229,340	1,268,640	1,268,640
Transfers in	(102,500)	256,800	300,000	225,000	224,075
TOTAL ESTIMATED REVENUES	\$ 2,844,929	\$ 3,089,689	\$ 3,254,526	\$ 3,178,991	\$ 3,267,611
APPROPRIATIONS					
Personnel services	\$ 1,297,037	\$ 1,241,830	\$ 1,303,276	\$ 1,368,659	\$ 1,412,586
Supplies	48,197	98,991	69,680	64,680	64,680
Other services and charges	1,374,184	1,586,800	1,444,930	1,443,530	1,449,330
Capital outlay	344,306	462,100	717,640	302,122	341,015
TOTAL APPROPRIATIONS	\$ 3,063,724	\$ 3,389,721	\$ 3,535,526	\$ 3,178,991	\$ 3,267,611

Full-Time Personnel Summary

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
PARKS, RECREATION & CULTURAL SERVICES FUND					
PARKS, RECREATION & CULTURAL SERVICES DEPARTMENT					
ADMINISTRATION					
Director of Parks, Recreation & Cultural Services	1.0	1.0	1.0	1.0	0.0
Deputy Director of Parks, Recreation & Cultural Service	1.0	1.0	1.0	1.0	0.0
Management Assistant	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	1.0	1.0	1.0	0.0
RECREATION DEPARTMENT					
Recreation Supervisor	4.0	4.0	4.0	4.0	0.0
Recreation Programmer	1.0	1.0	1.0	1.0	0.0
OLDER ADULT SERVICES DEPARTMENT					
Account Clerk	1.0	1.0	1.0	1.0	0.0
Older Adult Social Services Coordinator	1.0	1.0	1.0	1.0	0.0
Older Adult Services Manager	1.0	1.0	1.0	1.0	0.0
TOTAL PARKS, RECREATION & CULTURAL SERVICES FUND	12.0	12.0	12.0	12.0	0.0

DEPARTMENTAL INFORMATION

Forestry (209.00)

Overview

The Forestry Division provides high quality operational services and contract management including annually: tree planting, tree removals, and tree pruning. Additional services provided by the Forestry Division include forest health diagnostics, tree hazard assessments, resident relations, invasive species removal, natural resources education, and public outreach.

Performance Measures, Goals, and Objectives

Objectives

- Tree replacement and maintenance

FY 2018-19 Performance Measures

- Protected high quality woodlands; protected at least 50 acres.
- Continued annual tree planting program

FY 2019-20 Goals

- Annual tree planting program
- Purchase NEAMS Field Tablet Upgrade

Budget Summary					
TREE FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
State grants	\$ 402,500	\$ 367,500	\$ -	\$ -	\$ -
Interest income	46,382	65,953	58,971	59,784	59,829
Other revenue	402,800	581,400	300,000	300,000	300,000
TOTAL ESTIMATED REVENUES	\$ 851,682	\$ 1,014,853	\$ 358,971	\$ 359,784	\$ 359,829
APPROPRIATIONS					
Personnel services	\$ 83,548	\$ 99,398	\$ 103,271	\$ 104,864	\$ 106,909
Supplies	791	1,000	1,000	1,000	1,000
Other services and charges	353,559	455,955	564,700	486,920	486,920
Capital outlay	567,411	541,434	-	-	-
TOTAL APPROPRIATIONS	\$ 1,005,309	\$ 1,097,787	\$ 668,971	\$ 592,784	\$ 594,829

Full-Time Personnel Summary					
	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
TREE FUND					
FORESTRY DEPARTMENT					
Forestry Asset Manager	1.0	1.0	1.0	1.0	0.0
TOTAL TREE FUND	1.0	1.0	1.0	1.0	0.0

DEPARTMENTAL INFORMATION

PEG Cable (263.00)

Overview

Cable television programming is produced by the Community Relations Group and budgeted within the PEG Cable Special Revenue Fund. The purpose of the PEG Cable Fund is to track the revenues and expenditures related to providing cable services to the City, including cable franchise revenues and cable production fees. The PEG fees help to keep the community engaged in the City's operations.

Performance Measures, Goals, and Objectives

Objectives

- Community engagement

FY 2018-19 Performance Measures

- Purchased Firewall Failover
- Created a community web news feed

FY 2019-20 Goals

- Purchase a Video Switcher replacement for the Council Chambers

Budget Summary					
PEG CABLE FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Interest income	\$ 5,398	\$ 9,938	\$ 5,061	\$ 5,695	\$ 5,438
Licenses, permits & charges for ser	373,692	322,000	370,000	370,000	370,000
TOTAL ESTIMATED REVENUES	\$ 379,090	\$ 331,938	\$ 375,061	\$ 375,695	\$ 375,438
APPROPRIATIONS					
Personnel services	\$ 191,602	\$ 224,666	\$ 222,021	\$ 226,655	\$ 231,398
Supplies	3,727	6,282	5,000	5,000	5,000
Other services and charges	17,324	53,113	51,040	49,040	50,040
Capital outlay	20,903	87,076	40,000	60,000	-
TOTAL APPROPRIATIONS	\$ 233,556	\$ 371,137	\$ 318,061	\$ 340,695	\$ 286,438

Full-Time Personnel Summary					
	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
PEG CABLE FUND					
PEG CABLE DEPARTMENT					
Director of Communications	0.5	0.5	0.5	0.5	0.0
Multi-Media Production Specialist	2.0	2.0	2.0	2.0	0.0
TOTAL PEG FUND	2.5	2.5	2.5	2.5	0.0

DEPARTMENTAL INFORMATION

Library (268.00)

Overview

Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community. The library supports intellectual freedom and access to information resources for all, while maintaining the privacy of its patrons and providing a safe and secure environment.

Performance Measures, Goals, and Objectives

Objectives

- **Library Motto:** Inform. Inspire. Include.

Performance Measures from FY 2017-18

- Revealed new features to the Youth Area including story time themed backpacks to highlight the five early literacy practices (talk, sing, read, write and play). – June 2018
- Highest number of visitors to Teen Space 6,301 (September 2017 – June 2018)
- Upgraded to a new online catalog system called CARL for browsing the library's collection and checking out/in materials. – May 2018
- Achieved the Essential Level of the Library of Michigan's Quality Services Audit Checklist (QSAC). – May 2018
- Purchased two Sony Virtual Reality systems for programming and learning opportunities – October 2017
- Highest number of Summer Reading Participants – 3,085 Readers
- 488,778 visitors came to the Novi Library for service (15% increase from 16/17)

FY 2019-20 Goals

- Purchase a van
- Upgrade 2nd floor
- Replace camera
- Address Main entrance cold issue

DEPARTMENTAL INFORMATION

Budget Summary

LIBRARY FUND

	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED 2020-21	PROJECTED 2021-22
ESTIMATED REVENUES					
Property tax revenue	\$ 2,622,217	\$ 2,721,780	\$ 2,829,940	\$ 2,941,938	\$ 3,058,475
Donations	18,590	6,500	8,500	8,500	8,500
Fines and forfeitures	167,590	162,000	177,000	177,000	177,000
Interest income	26,180	36,000	33,792	34,201	35,663
Other revenue	79,291	72,750	78,400	78,450	78,500
State sources	38,689	34,000	38,000	39,000	40,000
TOTAL ESTIMATED REVENUES	\$ 2,952,557	\$ 3,033,030	\$ 3,165,632	\$ 3,279,089	\$ 3,398,138
APPROPRIATIONS					
Personnel services	\$ 1,768,166	\$ 1,967,050	\$ 2,018,532	\$ 2,069,289	\$ 2,118,938
Supplies	524,924	588,300	592,300	596,300	596,300
Other services and charges	534,384	514,900	521,800	523,500	527,900
Capital outlay	60,523	70,000	43,000	28,000	-
TOTAL APPROPRIATIONS	\$ 2,887,997	\$ 3,140,250	\$ 3,175,632	\$ 3,217,089	\$ 3,243,138

Full-Time Personnel Summary

	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ACTUAL	2019-20 BUDGET	INCREASE (DECREASE)
LIBRARY FUND					
LIBRARY					
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
Collections Specialist	1.0	1.0	1.0	1.0	0.0
Communications Coordinator	1.0	1.0	1.0	1.0	0.0
Early Literacy Specialist	0.0	0.0	1.0	1.0	0.0
Department Head-Information Systems	1.0	1.0	1.0	1.0	0.0
Department Head-Information Technology	1.0	1.0	1.0	1.0	0.0
Department Head-Support Services	1.0	1.0	1.0	1.0	0.0
Facilities Assistant II	1.0	1.0	1.0	1.0	0.0
Librarian	4.0	4.0	3.0	3.0	0.0
Librarian-Electronic Services	1.0	1.0	1.0	1.0	0.0
Librarian-International Services	0.0	0.0	1.0	1.0	0.0
Library Director	1.0	1.0	1.0	1.0	0.0
Supervisor	2.0	2.0	3.0	3.0	0.0
System Administrator	1.0	1.0	1.0	1.0	0.0
TOTAL LIBRARY FUND	16.0	16.0	18.0	18.0	0.0

DEPARTMENTAL INFORMATION



Ice Arena (590.00)

Overview

The Novi Ice Arena opened in 1998 to provide ice skating services to Novi residents and other local communities. The facility is self-supporting and strives to generate positive cash flow under contract with Suburban Arena Management – Novi LLC, a third party vendor. The primary customer base is comprised of Novi Youth Hockey Association, The Skating Club of Novi, Learn to Skate, Novi Ice Arena Adult Hockey League, Novi & Northville High Schools and Club Teams, and Recreational Skating Activities (Public Skate, Drop-in Hockey, etc.)

This facility does not have any direct impact on the City's General Fund Budget because all activities are accounted for within its own enterprise fund.

Performance Measures, Goals, and Objectives

Objectives

- Offer two NHL-regulation sized ice sheets with seating capacities of 750 and 250, heated viewing areas, pro shop, two cafes, skate rental, and space for meetings and parties
- Offer eight locker rooms, an official room, a figure skating dressing room, and figure skating coaches dressing room

FY 2018-19 Performance Measures

- Public address and stereo system replaced
- Parking lot maintenance (seal coating, crack fill, and re-striping) completed

FY 2019-20 Goals

- Energy Management System Upgrade (HVAC system & Ice Refrigeration System)
- Door Replacements (8 front entry doors and doors for 10 locker rooms)
- Hot Water and Heating Boilers replacement (2)
- LED Lighting Upgrade (upper/lower hallways, service areas, & locker rooms)

Budget Summary					
ICE ARENA FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
ESTIMATED REVENUES					
Program revenue	\$ 1,849,731	\$ 2,024,202	\$ 1,882,355	\$ 1,941,650	\$ 1,941,650
Interest income	24,183	25,387	20,447	30,554	30,794
Other revenue	107,818	89,400	109,400	89,900	89,900
TOTAL ESTIMATED REVENUES	\$ 1,981,732	\$ 2,138,989	\$ 2,012,202	\$ 2,062,104	\$ 2,062,344
APPROPRIATIONS					
Supplies	\$ 13,970	\$ 11,800	\$ 11,600	\$ 11,800	\$ 11,800
Other services and charges	1,496,288	1,429,668	1,297,022	1,358,924	1,359,924
Capital outlay	4,968	35,000	195,200	38,000	30,000
Debt service	82,740	562,140	560,380	538,380	536,620
TOTAL APPROPRIATIONS	\$ 1,597,966	\$ 2,038,608	\$ 2,064,202	\$ 1,947,104	\$ 1,938,344

DEPARTMENTAL INFORMATION

Senior Housing —Meadowbrook Commons (594.00)

Overview

Meadowbrook Commons, located on Meadowbrook Road between Grand River Avenue and 10 Mile Road, is a 55+ adult independent living housing community owned by the City of Novi and managed by a contractual management company. The three-story building contains 115 one- and two-bedroom apartments and 60 two-bedroom ranch style condos which surround the outside of the main building. The complex was built to provide market price affordable housing for the older adults in Novi. The complex is also home to the Meadowbrook Activities Center which promotes healthy and active lifestyles that support independence and vitality for adults 55+.

This facility does not have any direct impact on the City's General Fund Budget because all activities are accounted for within its own enterprise fund.

Performance Measures, Goals, and Objectives

Objectives

- Offer a pet-free and smoke-free community; including one and two bedroom apartments in a three story main building and two bedroom ranch-style homes
- Offer amenities; including a hair salon, library, theater, exercise room, comfortable lounge areas, game rooms, and beautifully landscaped inner courtyard

FY 2018-19 Performance Measures

- Sanded and repainted all carport support poles; Repainted all ranch doors
- Added multiple benches for residents
- Removed all unhealthy trees that competed and hindered other growth
- New computer for community computer room; Updated Fitness Room
- Improved lighting in areas with minimal lighting to enhance safety

FY 2019-20 Goals

- Heating & Cooling Roof Top Unit Replacements (3)

Budget Summary					
SENIOR HOUSING FUND					
	ACTUAL 2017-18	ESTIMATED 2018-19	BUDGET 2019-20	PROJECTED	
				2020-21	2021-22
ESTIMATED REVENUES					
Operating revenue	\$ 2,032,485	\$ 2,049,210	\$ 2,077,550	\$ 2,099,000	\$ 2,120,000
Interest income	15,849	18,899	15,262	16,430	17,020
Other revenue	22,011	19,200	20,600	20,800	21,000
TOTAL ESTIMATED REVENUES	\$ 2,070,345	\$ 2,087,309	\$ 2,113,412	\$ 2,136,230	\$ 2,158,020
APPROPRIATIONS					
Supplies	\$ 9,992	\$ 11,475	\$ 11,075	\$ 11,475	\$ 11,475
Other services and charges	1,178,920	852,824	843,843	853,527	858,389
Capital outlay	-	11,280	50,750	14,350	284,800
Debt service	173,209	1,048,010	1,017,744	972,878	948,356
TOTAL APPROPRIATIONS	\$ 1,362,121	\$ 1,923,589	\$ 1,923,412	\$ 1,852,230	\$ 2,103,020

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STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

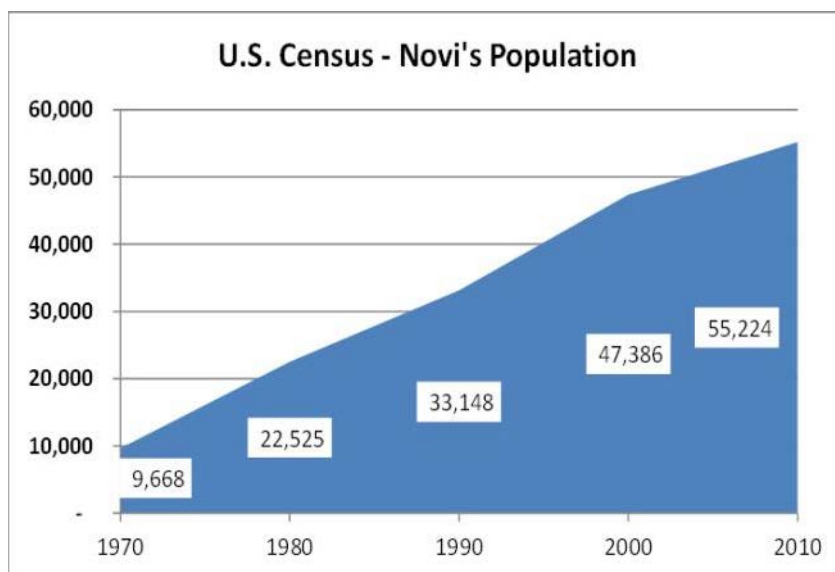
About the City of Novi

The City of Novi encompasses an area of approximately 31.6 square miles or 20,417 acres and is about thirty miles northwest of downtown Detroit, in the southern portion of Oakland County. The City surrounds about two-thirds of Walled Lake, and the gently rolling topography of the area has made the City one of the most attractive places in Michigan to live.

The City of Novi is governed by a seven-member City Council under the Council/Manager form of government. A full range of City services are provided including police, fire, parks, recreation, forestry, library, planning and zoning, building and engineering, and various maintenance services. In addition to the usual City services, Novi offers a senior citizen housing facility, Meadowbrook Commons, and an Ice Arena.

Since its original settlement and incorporation in February, 1969, the City has seen remarkable changes. Once a stand-alone settlement, Novi now finds itself in the heart of the Detroit Metropolitan region. Novi's location at the crossroads of several major transportation routes has thrust the City into a period of unprecedented growth and development. Between the 1990 and 2000 Census, Novi was the fastest growing city in Oakland County. The 2000 Census stated Novi's position as a growing and attractive community with a population of 47,386. This was an increase of 43 percent from 1990. A special mid-decade census in 2006 showed an increase of just over 9% from 2000 with a population of 52,231. Between the 2000 and 2010 Census Novi's population grew by 16.5% to 55,224. Novi is presently home to prestigious schools, quality residential neighborhoods, a thriving retail and high-tech economy, and beautifully preserved natural areas. Novi has indeed changed and the change has been dramatic. The SEMCOG 2035 Forecast includes a population estimate of 57,344.

The City of Novi is celebrating its 50th anniversary in 2019 which includes a year-long celebration of branding, events and programming, videos and stories which honor the City's rich traditions while looking forward to the future.



Source: U.S. Census Bureau.

U.S. Census	
1970	9,668
1980	22,525
1990	33,148
2000	47,386
2010	55,224

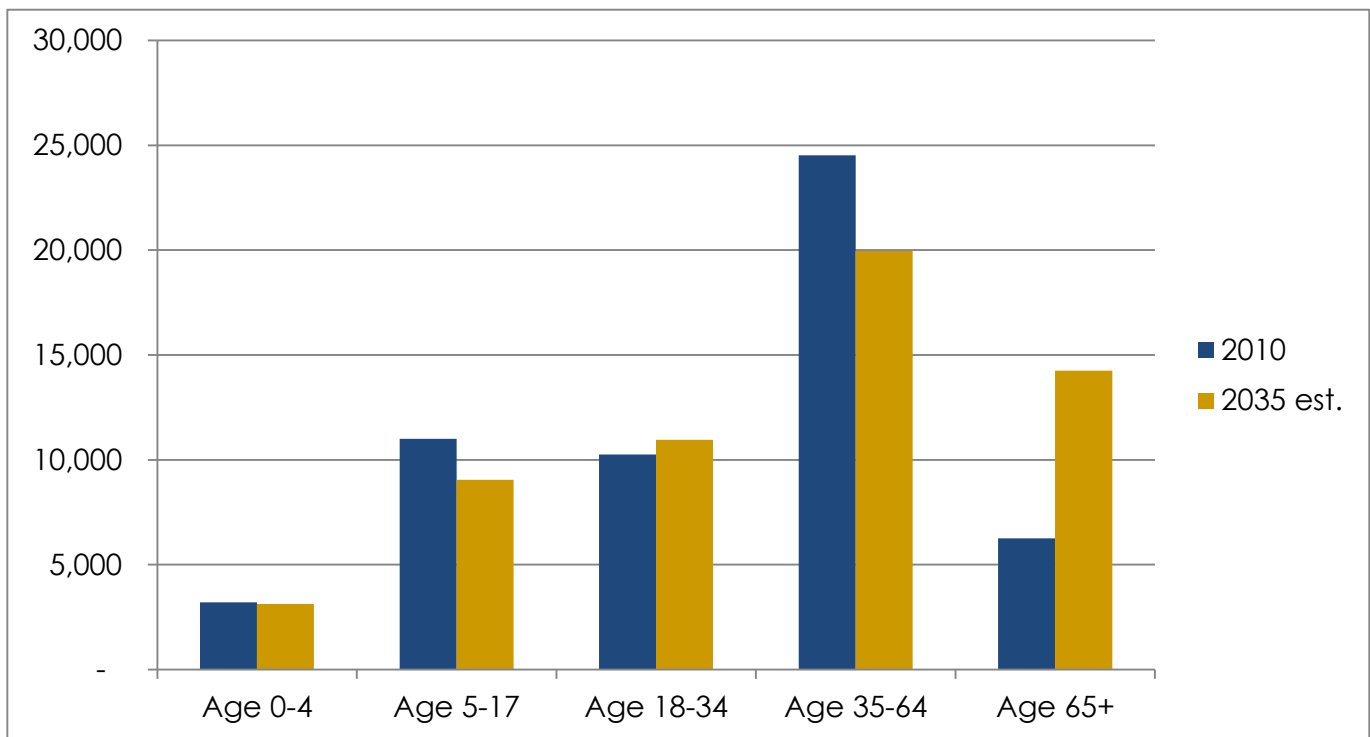
STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

Population

Approximately 44% of Novi's residents are 35 to 64 years old and 11% are senior citizens. The

Age Groups	1990 Census		2000 Census		2010 Census		2035 est.	
	Est	%	Est	%	Est	%	Est	%
Age 0-4	2,580	8%	3,506	7%	3,204	6%	3,122	6%
Age 5-17	5,857	18%	9,621	20%	11,006	20%	9,047	16%
Age 18-34	9,930	30%	10,428	23%	10,245	19%	10,954	19%
Age 35-64	12,140	36%	20,168	42%	24,521	44%	19,966	35%
Age 65+	2,641	8%	3,856	8%	6,248	11%	14,255	24%
Total Population	33,148	100%	47,579	100%	55,224	100%	57,344	100%

median age for Novi is 39.1 years and for the State is 38.9 years.



Source: U.S. Census Bureau and SEMCOG 2040 Forecast produced in 2010.

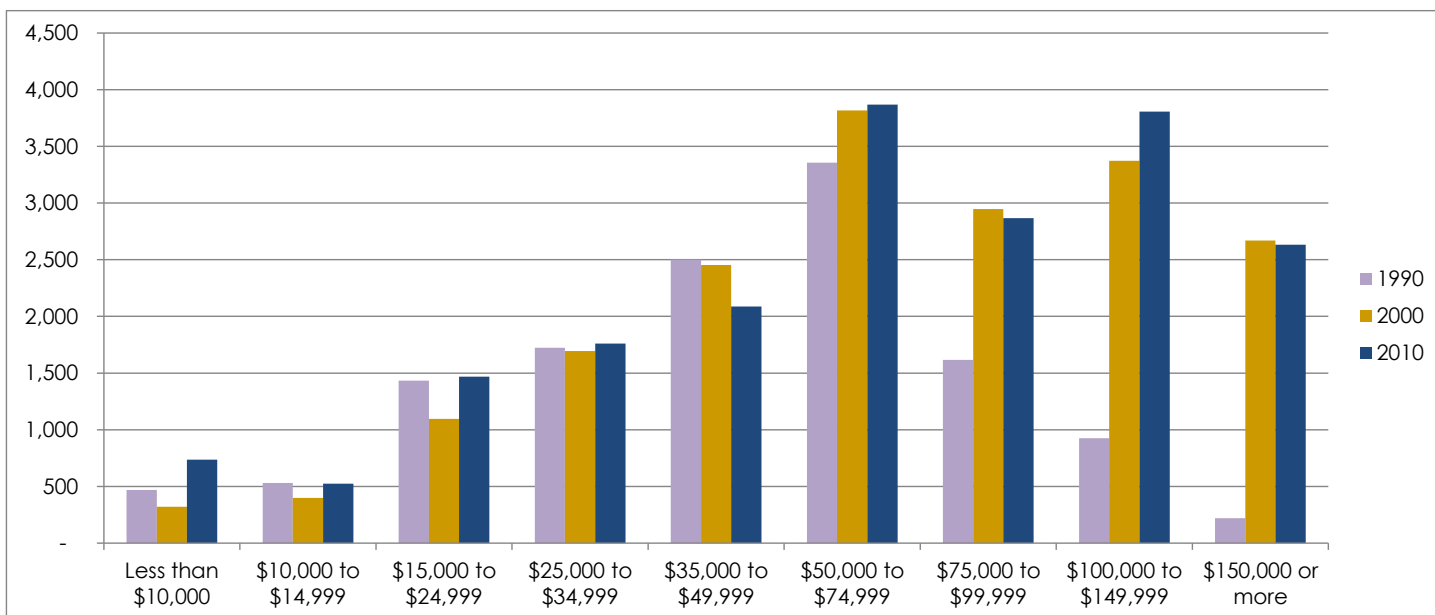
STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

Income Characteristics

City of Novi's median household income is \$80,151.

Income Categories	1990 Census		2000 Census		2010 Census	
	Est	%	Est	%	Est	%
Less than \$10,000	468	4%	321	2%	735	4%
\$10,000 to \$14,999	530	4%	399	2%	523	3%
\$15,000 to \$24,999	1,434	11%	1,095	6%	1,468	7%
\$25,000 to \$34,999	1,724	13%	1,695	9%	1,761	9%
\$35,000 to \$49,999	2,500	20%	2,454	13%	2,088	10%
\$50,000 to \$74,999	3,357	26%	3,818	20%	3,868	20%
\$75,000 to \$99,999	1,616	13%	2,948	16%	2,868	15%
\$100,000 to \$149,999	926	7%	3,374	18%	3,808	19%
\$150,000 or more	220	2%	2,670	14%	2,633	13%
Total Households	12,775	100%	18,774	100%	19,752	100%

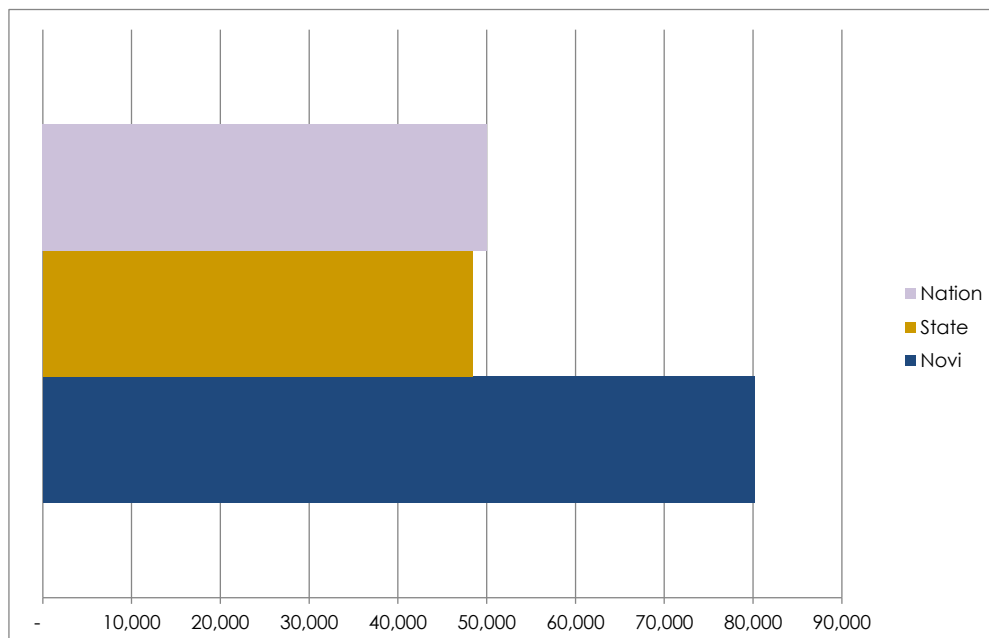
Source: U.S. Census Bureau.



Source: U.S. Census Bureau.

STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

	Novi	State	Nation
INCOME AND BENEFITS (IN 2010 INFLATION-ADJUSTED DOLLARS)	2010 Census	2010 Census	2010 Census
Total households	22,047	3,843,997	114,567,419
Less than \$10,000	735	304,785	5,757,190
\$10,000 to \$14,999	523	219,924	6,668,865
\$15,000 to \$24,999	1,468	442,676	13,165,380
\$25,000 to \$34,999	1,761	430,558	12,323,322
\$35,000 to \$49,999	2,088	577,569	16,312,385
\$50,000 to \$74,999	3,868	728,579	20,940,859
\$75,000 to \$99,999	2,868	466,664	13,526,500
\$100,000 to \$149,999	3,808	433,144	13,544,839
\$150,000 to \$199,999	2,633	134,211	4,809,998
\$200,000 or more	2,295	105,887	4,518,081
Median household income (dollars)	80,151	48,432	50,046

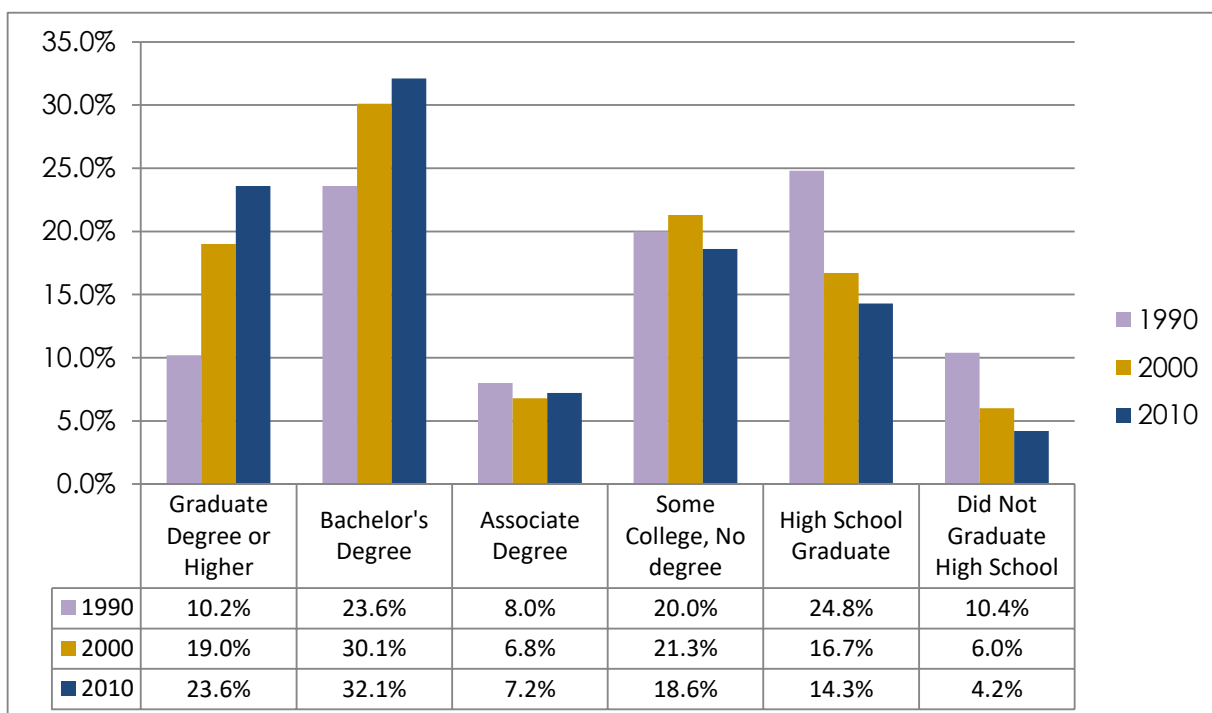


Source: U.S. Census Bureau.

STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

Education Level

Approximately 81.5% of Novi's residents have at least some college education. Only 4.2% are not high school graduates.



Educational Attainment Population Age 25 years or older	City of Novi, MI					State of Michigan					United States				
	2010 (estimated)		2000		1990	2010 (estimated)		2000		1990	2010 (estimated)		2000		1990
	% of Population	Percentage Point Change 2000-2010	% of Population	Percentage Point Change 1990-2000	% of Population	% of Population	Percentage Point Change 2000-2010	% of Population	Percentage Point Change 2000-2010	% of Population	% of Population	Percentage Point Change 2000-2010	% of Population	Percentage Point Change 2000-2010	% of Population
Graduate / professional degree	23.60%	4.60%	19.00%	8.80%	10.20%	9.60%	1.50%	8.10%	1.70%	6.40%	10.40%	1.50%	8.90%	1.70%	7.20%
Bachelor's degree	31.00%	0.90%	30.10%	6.50%	23.60%	15.60%	1.90%	13.70%	2.80%	10.90%	17.70%	2.20%	15.50%	2.40%	13.10%
Associate's degree	7.90%	1.10%	6.80%	-1.40%	8.20%	8.40%	1.40%	7.00%	0.30%	6.70%	7.60%	1.30%	6.30%	0.10%	6.20%
Some College, No Degree	18.20%	-3.10%	21.30%	-1.30%	22.60%	24.20%	0.90%	23.30%	2.90%	20.40%	21.30%	0.30%	21.00%	2.30%	18.70%
High School Graduate	14.80%	-1.90%	16.70%	-8.10%	24.80%	30.90%	-0.40%	31.30%	-1.00%	32.30%	28.50%	-0.10%	28.60%	-1.40%	30.00%
Did Not Graduate High School	4.70%	-1.30%	6.00%	-4.40%	10.40%	11.30%	-5.20%	16.50%	-6.70%	23.20%	14.40%	-5.20%	19.60%	-5.20%	24.80%

Source: SEMCOG Community Profiles, US Census ACS 2008-2010, US Census Bureau

STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

Housing Characteristics

City of Novi has 24,069 total housing units and about half of those are one-family detached units.

Structure Type	1990 Census		2000 Census		2010 Census	
	Estimate	Percentage	Estimate	Percentage	Estimate	Percentage
One-Family Detached	6,238	46%	10,059	51%	12,015	50%
One-Family Attached	1,726	13%	1,938	10%	2,604	11%
Two-Family / Duplex	43	0%	95	0%	40	0%
Multi-Unit Apartments	3,671	27%	5,947	30%	8,172	34%
Moble Homes	1,821	13%	1,684	9%	1,238	5%
Other Units	107	1%	-	0%	-	0%
Total Housing Units	13,606	n/a	19,723	n/a	24,069	n/a

	1990	1995	2000	2010	2035
Households	12,747	16,102	18,792	24,286	25,472
Population	33,148	41,595	47,579	55,224	57,344

Housing Tenure	1990 Census		2000 Census		2010 Census	
	Estimate	Percentage	Estimate	Percentage	Estimate	Percentage
Owner Occupied Units	9,311	68%	13,734	70%	15,035	62%
Renter Occupied Units	3,436	25%	5,418	25%	7,282	30%
Vacant Units	859	7%	925	5%	1,969	8%
Total Housing Units	13,606	100%	19,717	100%	24,286	100%
Median Housing Value (in 2010 Dollars)	\$168,866		\$236,800		\$259,656	
Median Contract Rent (in 2010 Dollars)	\$898		\$746		\$944	

Source: SEMCOG Community Profiles, US Census Bureau

STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

Industrial Characteristics

The City of Novi is seeing growth in the industrial sector. Flexible industrial space has become the hallmark of the City's industrial parks, which are filling with a variety of uses. Flex space commonly has an office component to support light manufacturing, research and development, or warehousing in the remainder of the building.



Commercial – Business Characteristics

Novi has always been known as a source of shopping destinations. With Twelve Oaks Mall, the Novi Town Center, West Oaks I & II, Twelve Mile Crossing at Fountainwalk, Westmarket Square, and the Novi Promenade, shoppers come from throughout the region to shop in Novi.

Commercial – Office Characteristics

The City initiated a rezoning of over 1,200 acres of privately owned property in several strategic locations throughout the community to a high-technology zoning district called the Office Service Technology District. The rezoning is serving as a catalyst to attract quality, high-tech businesses looking to locate within Michigan.

STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

City Millages

The City is the fiduciary for the collection of taxes for Novi, Northville, South Lyon, and Walled Lake School Districts; the related transfer districts; as well as for the State Education Tax, Oakland County, Schoolcraft College, and Oakland County Community College. The photo shows the allocation of your "Property Tax Dollar" for fiscal year 2018-19 (homestead taxpayer).

The City continues to maintain one of the lowest municipal tax rates in Oakland County at 10.5376 mils. Property taxes are expressed in terms of millage with one mil being equal to \$1.00 per thousand dollars of taxable value.

City of Novi Homestead Property Tax Rate Information (Novi & OCC School Districts)



Where does your property tax dollar go? The image above shows the updated allocation of "Your Property Tax Dollar" (homestead taxpayer.)



If your homestead's taxable value is \$150,000 and your estimated City taxes are \$1,581 annually, in the data shown above, you will spend:

\$869 **\$287** **\$52** **\$111** **\$56** **\$166** **\$40**

The City of Novi receives 26.5¢ for every property tax dollar paid. The City of Novi overall taxable values continue to fare relatively well (declining less than most), supported by a diverse tax base of residential and other properties, combined with new construction.

STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

2017 Top Ten Property Owners (by Taxable Value)

2017 Rank	Taxpayer	2017 Taxable Value	Percentage of Total
1	Novi Campus LLC – Fox Run	\$ 54,336,720	1.57%
2	Taubman	52,700,510	1.53%
3	Singh Development	42,456,960	1.23%
4	Haggerty Corridor Partners	40,826,280	1.18%
5	International Transmission Co	30,761,220	0.89%
6	Occidental Development Ltd.	28,237,170	0.82%
7	Detroit Edison	27,971,750	0.81%
8	TBON, LLC	27,263,800	0.79%
9	Providence Hospital	24,554,810	0.71%
10	Harmon Becker	16,401,390	0.48%

Source: FY 2017-18 Comprehensive Annual Financial Report; pg 114

STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

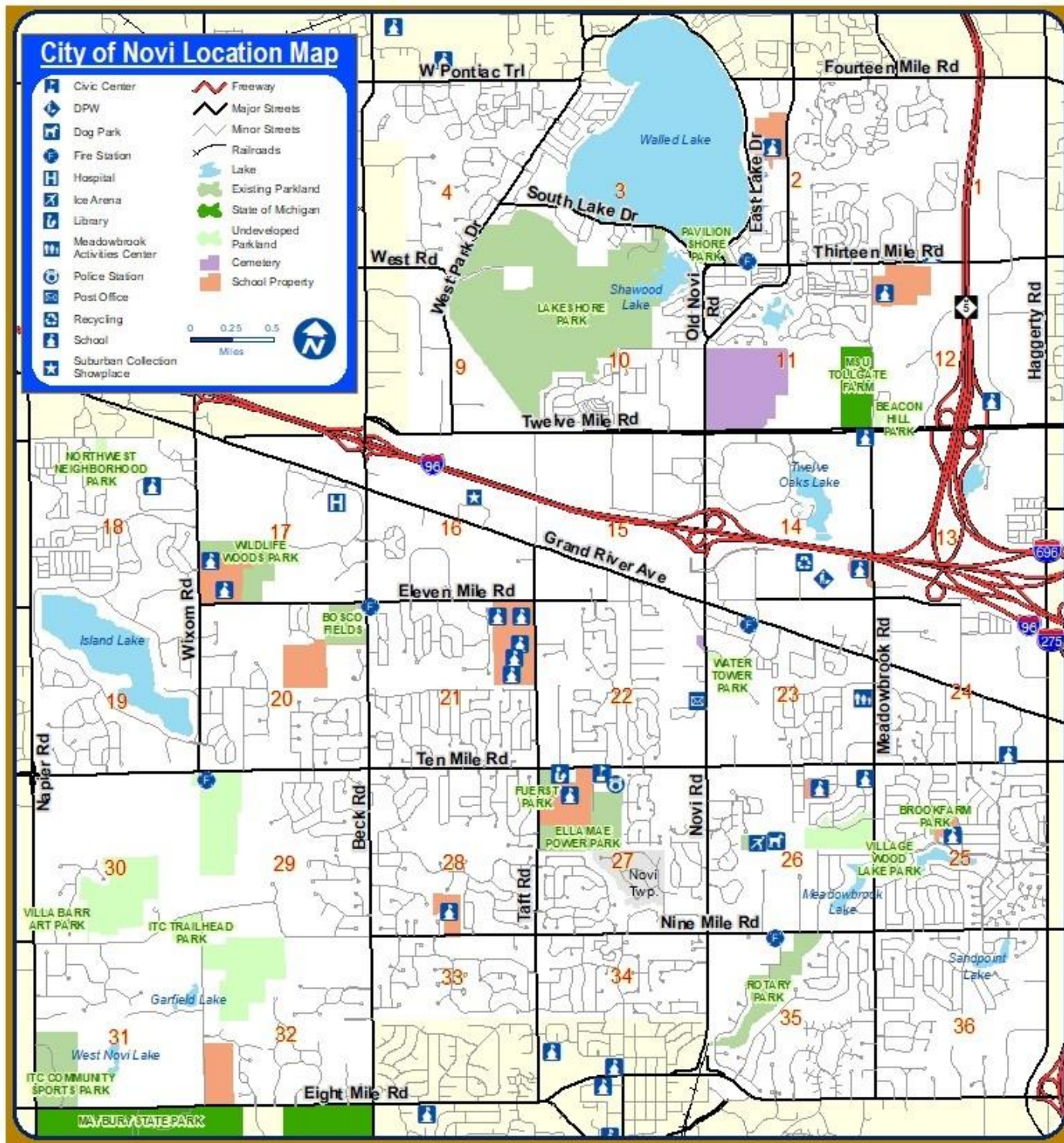
Operating Indicators by Function/Program (Last Ten Fiscal Years)

Function/ program	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Election data										
Registered voters	36,320	35,764	36,921	37,366	38,757	39,248	39,341	38,706	39,706	40,661
Voters at polls	19,684	2,887	14,535	3,633	20,484	4,719	14,341	3,423	20,160	4,126
Absentee ballots	8,455	2,212	4,575	2,386	8,765	2,599	5,029	2,588	9,937	4,141
Percent voting	77%	14%	52%	16%	75%	19%	49%	16%	76%	20%
Police										
Part A crimes	2,018	1,868	1,679	1,841	2,048	1,736	1,654	1,508	1,596	1,454
Part B crimes	721	793	814	627	626	673	622	638	577	1,128
Injury accidents	264	216	272	288	310	276	295	300	273	339
Property damage	1,737	1,602	1,761	1,631	1,695	1,153	1,037	1,084	1,174	1,413
Moving traffic violations	11,184	11,635	10,167	9,381	10,058	8,487	8,216	7,916	5,904	5,427
Parking violations	N/A	512	285	288	199	185	75	231	392	755
Adult arrests	1,987	2,353	2,368	2,082	2,241	2,355	2,574	2,428	1,965	2,101
Juvenile arrests	229	201	213	166	137	142	98	98	100	119
OUIL arrests	369	363	415	335	342	268	164	217	145	186
False alarms	2,275	2,262	2,357	2,090	2,270	2,538	2,164	2,094	2,074	1,885
Fire										
Fire incidents	1,015	134	92	120	112	120	113	124	78	95
Service incidents	567	2,006	1,311	1,249	1,360	1,345	457	642	502	543
Fire inspections conducted	3,049	2,341	2,920	3,557	3,063	2,919	3,108	2,898	2,944	2,322
Medical emergencies	2,766	2,957	3,299	3,169	3,383	3,425	3,811	3,784	4,064	4,175
Paid-on-call staff	68	68	66	68	55	54	39	71	63	67
Parks and recreation										
Youth classes/clinics	715	1,154	1,238	1,544	1,620	1,149	1,584	1,475	1,577	1,790
Adult classes/clinics	213	439	458	414	340	462	1,244	549	3,268	2,750
Youth leagues	2,198	2,585	2,371	2,431	2,512	2,471	2,199	2,934	3,403	2,724
Adult leagues	2,394	2,750	4,024	4,120	5,220	5,279	5,300	3,868	3,630	4,373
Summer day camp	339	742	703	668	N/A	334	498	747	691	864
Lakeshore Park vehicle entry	7,065	11,533	9,846	10,822	13,000	15,462	14,391	1,007	14,320	10,285
Lakeshore Park attendance	17,663	28,833	24,615	27,055	32,500	38,655	35,978	37,488	37,217	25,713
Lakeshore Park picnic shelter rental	130	128	98	105	116	125	120	231	150	166
Senior citizens served	78,978	78,432	68,517	76,462	77,759	75,832	79,172	77,687	66,845	65,395
Special event attendance	11,049	12,071	14,311	14,018	17,021	20,028	16,840	18,153	26,026	27,670
Civic Center Rentals	2,116	1,060	1,516	1,492	1,520	1,560	1,058	1,203	916	1,074
Civic Center Attendance	81,810	57,519	37,457	35,506	17,021	44,200	33,988	23,023	21,731	22,156
Novi Theaters - Cast	214	206	181	198	253	293	86	-	53	110
Novi Theaters - Audience	4,548	5,041	4,757	4,715	5,454	4,997	1,705	-	870	1,441
Library										
Items circulated	628,724	556,582	759,021	803,552	800,031	799,475	734,643	793,991	833,558	812,025
Book collections	123,884	137,220	146,187	152,024	151,724	152,236	149,941	140,895	141,129	141,638
Audio/Video/CD collections	13,232	14,295	18,015	20,618	23,507	25,677	27,776	29,077	29,737	30,642
Periodical subscriptions	162	185	215	208	210	242	207	207	218	203
Requests of Information	154,735	171,324	220,427	210,960	N/A	115,392	115,392	113,778	117,325	116,219
Youth Summer Reading	1,491	1,061	1,261	1,338	2,042	2,340	2,584	2,084	2,362	2,465
Program participants	18,772	24,145	34,198	45,572	34,899	40,010	40,901	46,854	56,026	60,246
Visitors	280,560	262,826	371,274	378,571	389,220	401,984	392,047	404,979	424,401	488,778
Interlibrary loans	78,214	67,615	100,342	109,274	109,330	106,250	105,588	112,016	115,222	111,236
Water and Sewer										
Customers:										
Residential	12,641	12,874	12,940	13,191	13,604	13,760	13,946	14,105	14,220	14,411
Commercial	1,287	1,225	1,239	1,254	1,223	1,204	1,259	1,264	1,239	928
Water (in thousand gallons):										
Purchased from Detroit	\$ 2,182,409	\$ 2,041,594	\$ 2,166,712	\$ 2,459,402	\$ 2,321,313	\$ 2,216,075	\$ 1,835,567	\$ 2,276,389	\$ 2,349,960	\$ 2,298,596
Sold to residents	\$ 2,079,696	\$ 1,919,763	\$ 2,024,406	\$ 2,109,414	\$ 2,222,787	\$ 2,138,305	\$ 1,811,910	\$ 1,963,221	\$ 2,231,717	\$ 2,159,537
Rates:										
Fixed rate quarterly water charge	-	-	35.00	37.00	40.00	57.00	57.00	80.00	56.00	56.00
Additional usage per 1,000 gallons	3.95	4.06	3.31	3.44	3.86	4.00	4.13	3.05	3.2	3.2
Fixed rate quarterly sewer charge	-	-	5.00	5.00	6.00	6.00	6.00	30.00	30.00	30.00
Sewer (per thousand gallons of water usage)	2.51	2.67	2.90	4.00	4.25	4.00	4.30	3.40	3.60	3.60

Source: FY 2017-18 Comprehensive Annual Financial Report; pg 114

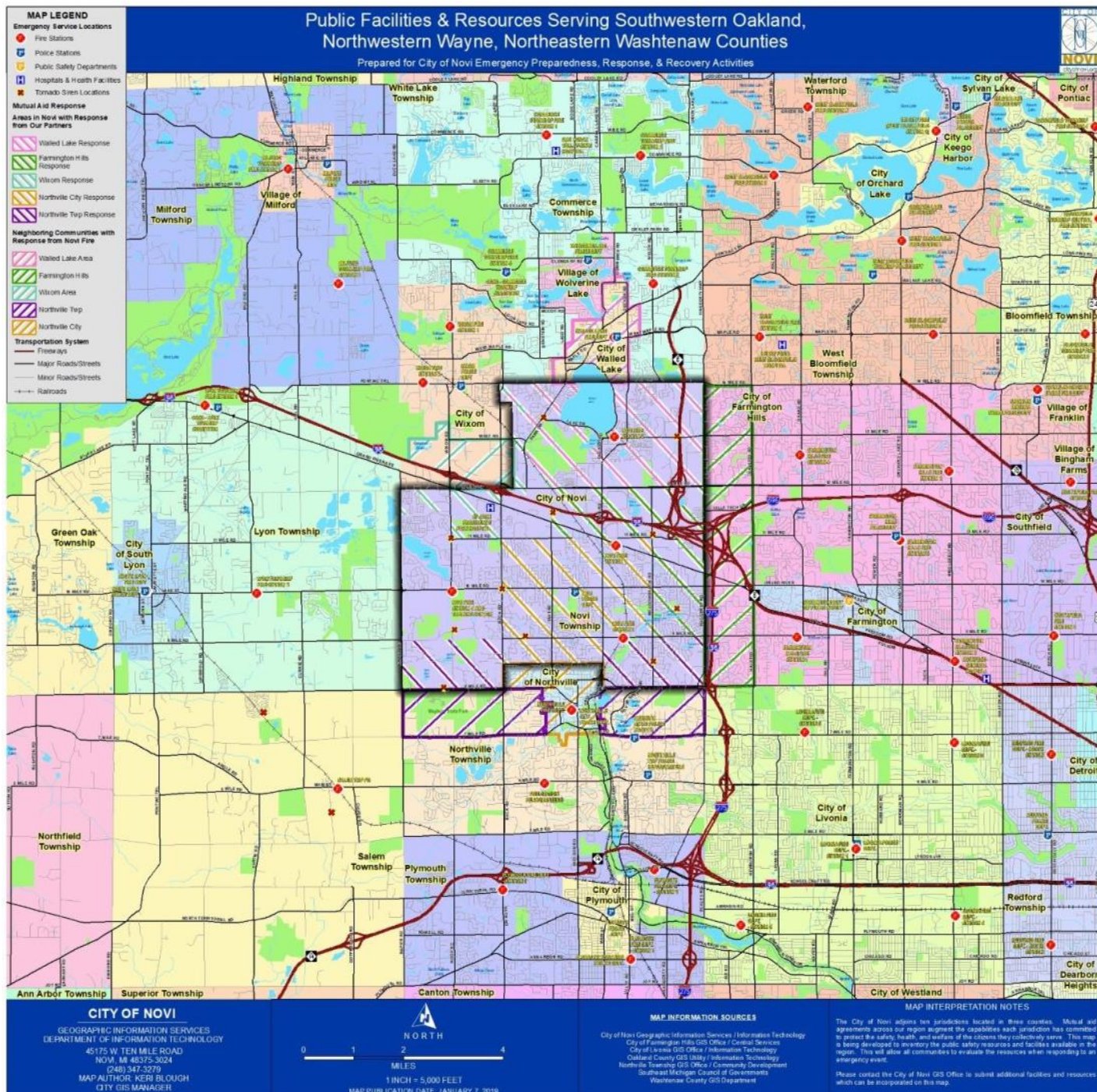
STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

City of Novi Location Map



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA


Public Safety Facilities & Resources Serving Southwestern Oakland, Northwestern Wayne, and Northwestern Washtenaw Counties



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

City of Novi and National Comparison: City Demographics for Benchmarking

	Carlsbad, CA	Cary, NC	Greenville, NC	Lewisville, TX	North Richland Hills, TX	Novi, MI	Olathe, KS	Orland Park, IL	Redmond, WA	Rochester Hills, MI	Rock Hill, SC	Roswell, GA	
City Size (square miles)	39.12	55.44	26.30	42.47	18.20	31.28	60.42	22.27	16.94	32.91	43.16	42.00	
Population density (people per sq. mile)	2,863	2,811	3,412	2,409	3,736	1,862	2,198	2,632	3,499	2,218	1,628	2,237	
POPULATION (2012-2016 American Community Survey 5-Year Estimates)													
2016 Estimate	112,008	155,822	89,745	102,327	67,994	58,233	132,787	58,612	59,268	72,987	70,251	93,968	
% Change (2010-2016)	6.3%	15.2%	6.1%	7.4%	7.3%	5.4%	5.5%	3.3%	9.5%	2.8%	6.2%	6.4%	
2010 Census	105,328	135,234	84,554	95,290	63,343	55,224	125,872	56,767	54,144	70,995	66,154	88,346	
% Change (2000-2010)	34.6%	43.1%	39.8%	22.6%	13.9%	16.1%	35.4%	11.1%	19.6%	3.2%	32.9%	11.4%	
2000 Census	78,247	94,536	60,476	77,737	55,635	47,579	92,962	51,077	45,256	68,825	49,765	79,334	
% Change (1990-2000)	24.0%	115.6%	34.5%	67.1%	21.2%	44.2%	46.7%	43.0%	26.4%	11.4%	19.5%	65.5%	
1990 Census	63,126	43,858	44,972	46,521	45,895	32,998	63,352	35,720	35,800	61,766	41,643	47,923	
DEMOGRAPHICS (2012-2016 American Community Survey 5-Year Estimates)													
Median Age of Population	42.3	38.8	26.2	32.3	37.2	38.8	34.4	45.7	34.4	41.9	33.4	38.3	
School Age Children (5 to 19)	Count	21,168	33,943	18,612	20,521	12,959	11,801	32,412	10,359	9,411	14,243	14,159	18,550
	Percentage	19%	22%	21%	20%	19%	20%	24%	18%	16%	20%	20%	20%
Senior Citizens (65 & over)	Count	17,523	16,569	7,957	8,201	9,375	7,641	12,276	12,039	5,980	11,943	8,791	10,974
	Percentage	16%	11%	9%	8%	14%	13%	9%	21%	10%	16%	13%	12%
Race - White	Count	98,750	110,355	48,271	70,125	56,422	39,121	113,809	51,540	35,693	58,879	36,956	72,313
	Percentage	88%	71%	54%	69%	83%	67%	86%	88%	61%	81%	53%	77%
Race - Black or African American	Count	1,244	13,065	34,761	12,448	3,464	4,589	6,623	2,067	1,044	3,630	27,867	13,232
	Percentage	1%	8%	39%	12%	5%	8%	5%	4%	2%	5%	40%	14%
Race - Asian	Count	8,505	24,057	2,526	9,253	2,833	12,446	5,812	2,838	19,035	8,334	1,857	4,665
	Percentage	8%	15%	3%	9%	4%	21%	4%	5%	32%	11%	3%	5%
Race - Hispanic or Latino (of any race)	Count	15,805	12,265	4,168	31,444	11,971	2,082	14,452	4,355	4,861	3,153	3,425	13,505
	Percentage	14%	8%	5%	31%	18%	4%	11%	7%	8%	4%	5%	14%
HOUSING AND EDUCATION (2012-2016 American Community Survey 5-Year Estimates)													
% Owner Occupied Units	64%	65%	34%	43%	62%	65%	71%	90%	52%	75%	50%	66%	
Average Family Size	3.08	3.12	2.98	3.32	3.16	3.17	3.31	3.18	3.05	3.13	3.10	3.25	
Median Household Income (2016 dollars)	\$97,145	\$94,617	\$35,069	\$57,549	\$63,537	\$86,193	\$79,691	\$85,580	\$107,341	\$83,507	\$41,291	\$84,959	
Median Home Value	\$674,400	\$309,800	\$148,200	\$161,700	\$160,200	\$266,000	\$201,200	\$273,100	\$525,000	\$247,500	\$136,000	\$315,100	
Median Gross Rent	\$1,830	\$1,084	\$742	\$1,026	\$993	\$1,143	\$919	\$1,117	\$1,617	\$1,148	\$846	\$1,096	
Average Commute Length (minutes)	28.6	22.5	17.5	26.2	27.2	26.8	20.9	34.8	21.8	27.2	23.7	28.7	
% College Degree	56%	64%	37%	32%	31%	56%	47%	41%	67%	55%	27%	56%	
% Homes Built Since 1980	67%	86%	74%	82%	61%	70%	71%	70%	64%	56%	62%	75%	
ECONOMIC CHARACTERISTICS (2012 Economic Census)													
Accommodation & Food Service	# of Employees	7,216	7,249	10,151	4,707	2,539	3,802	5,437	4,254	4,597	2,490	4,123	4,531
	# of Establishments	251	372	448	232	127	161	234	170	244	105	196	237
Health Care & Social Assistance	# of Employees	4,331	6,572	8,205	1,652	2,763	4,914	6,408	2,500-4,999	3,074	3,647	4,390	5,501
	# of Establishments	322	498	493	242	133	242	269	303	232	309	261	389
Manufacturing	# of Employees	12,711	1,693	3,863	2,046	1,003	1,726	5,995	414	6,634	4,059	2,691	636
	# of Establishments	160	68	104	99	20	73	100	33	127	97	60	57
Professional, Scientific & Technical Service	# of Employees	6,385	8,770	7,890	1,997	875	4,877	1,674	1,155	7,439	2,652	941	4,280
	# of Establishments	899	908	811	216	142	314	342	237	386	250	161	752
Retail Trade	# of Employees	7,796	9,194	12,402	7,286	3,641	6,929	6,935	8,020	3,923	5,126	4,914	5,202
	# of Establishments	765	495	777	411	150	355	336	371	251	247	322	324



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Glossary

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget Document in understanding these terms, this glossary has been included.

Accrual Basis of Accounting: A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

Activity: Cost center within a fund or department to which specific expenses are to be allocated.

Ad Valorem: Tax imposed at a percentage rate of the value as stated.

ADA: Abbreviation for Americans with Disabilities Act.

Appropriation: An authorization made by the City Council, which permits officials to incur obligations against, and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Assessed Valuation: The estimated value placed upon real and personal property by the City Assessor. Assessed value is required to be at 50% of true cash value.

Assets: Property owned by the City, which has monetary value.

Audit: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal controls and is intended to ascertain whether financial statements fairly present financial positions and results of operations;

- Test whether transactions have been legally performed;
- Identify areas for possible improvements in accounting practices and procedures;
- Ascertain whether transactions have been recorded accurately and consistently;
- Ascertain the stewardship of officials responsible for governmental resources.

BAR: Abbreviation for budget amendment request.

Base Budget: The budget predicted on maintaining the existing level of service.

Bond (Debt Instrument): A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital improvements.

STATISTICAL INFORMATION AND SUPPLEMENTAL DATA



Budget (Operating): A plan of financial operations embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceiling under which the City and its departments operate.

Budget Calendar: The schedule of key dates or milestones that the City follows in the preparation and adoption of the budget.

Budgetary Control: The level at which expenditures cannot legally exceed the appropriated amounts.

Budgeted Funds: Funds that are planned for certain uses. The budget document that is submitted for Council approval is composed of budgeted funds.

Budget Message (City Manager's): Initially, a general discussion of the proposed budget document presented in writing as a supplement to the budget document. The budget message explains principle budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager. Subsequent to adoption this document is updated to reflect changes made during City Council deliberations.

CAFR: Abbreviation for Comprehensive Annual Financial Report.

Capital Outlay: A disbursement of money, which results in the acquisition of or addition to fixed assets. The item must have a purchase price greater than \$5,000 and have a useful life of more than one year.


Cash Management: The management of cash necessary to pay government services while investing idle cash in order to earn interest. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds safely in order to achieve the highest interest on temporary cash balances.

CIP: Abbreviation for Capital Improvement Program.

Contingency: An estimated amount of funds needed for deficiency or emergency purposes. An annual appropriation to cover short falls in revenue and/or underestimation of expenditures. Under Michigan law, to be used contingencies must be moved to a more distinctive appropriation by a budget amendment.

Contractual Services: Items of expenditure from services that the City receives from an outside company. Heating and cooling mechanical services, maintenance, custodial services and support for the City owned telephone systems are examples of contractual services.

CPI: Abbreviation for Consumer Price Index. Renamed the Inflation Rate Multiplier (IRM).



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CPM: Acronym for the Center for Performance Measurement. The International City/County Manager's Association (ICMA) CPM has been in existence since 1994 to assist local governments in improving the quality, effectiveness, and efficiency of public services through the collection, reporting, analysis, and application of performance information. CPM measures performance across 18 categories and currently has 191 members.

Current Taxes: Taxes that are levied and due within one year.

CVTRS: Abbreviation for City, Village, and Township Revenue Sharing program.

DARE: Abbreviation for Drug Abuse Resistance Education.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Department: A major administrative division of the City, which indicates overall management responsibility for an operation of a group of related operations within a functional area.

Depreciation: That portion of the cost of a capital asset, used during the year to provide service.

DWSD: Abbreviation for Detroit Water and Sewerage Department.

Enterprise Fund: A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures. Enterprise funds are established for services such as water and sewer.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditure: The cost of goods delivered and services rendered, whether paid or unpaid.

Expense: The cost of goods delivered and services rendered, whether paid or unpaid in the Enterprise Funds.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance: The excess of an entity's assets over liabilities. A negative fund balance is sometimes called a deficit.

GAAP: Abbreviation for Generally Accepted Accounting Principles.

GASB: The Governmental Accounting Standards Board, which provides direction in accounting and reporting requirements for units of government.

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General Fund: The largest fund within the City, the General Fund accounts for most of the financial resources of the government that may be used for any lawful purpose. General Fund revenues include property taxes, licenses and permits, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, public works and general administration.

General Obligation Bonds: When the City pledges its full faith and credit to the repayment of the bonds it issues, those bonds are general obligation (G.O.) bonds. Issuance of these bonds requires a citywide election and is usually repaid by an ad valorem property tax levy.

GFOA: Acronym for Government Finance Officers Association. The purpose of the GFOA is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

GIS: Abbreviation for Geographic Information System.

Headlee Amendment: The Headlee Amendment places an upper limit on the total amount of property taxes a city can collect in the fiscal year. This constitutional amendment limits the growth in taxable value attributed to market adjustment (excluding new construction) to the growth in the consumer price index (CPI). If this situation occurs, the operating millages, which are applied to the taxable value, must be reduced to compensate for any increase in excess of the CPI.

Headlee Override: A Headlee override is a vote by the electors to return the millage to the amount originally authorized via charter, state statute, or a vote of the people, and is necessary to counteract the effects of the Headlee Rollback.


Headlee Rollback: The term Headlee Rollback became part of municipal finance lexicon in 1978 with the passage of the Headlee Amendment to the Constitution of the State of Michigan of 1963. The Headlee Amendment requires a local unit of government to reduce its millage when annual growth on existing property is greater than the rate of inflation (IRM-CPI). As a consequence, the local unit's millage rate is "rolled back" so that the resulting growth in property tax revenue, community-wide, is not more than the rate of inflation.

Inflation Rate Multiplier (IRM): State of Michigan term for CPI computation in the Headlee computation.

Investment: Securities purchased and held for the production of income in the form of interest.

ISO: Abbreviation for Insurance Service Office. The ISO rating is a national standard with a 1 to 10 rating scale: 1 is the best and 10 is the lowest possible rating. ISO ratings are a factor in insurance rates charged to homeowners and businesses.

Liabilities: Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed or refunded at some future date. The term does not include encumbrances.



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Litigation: The process of taking an argument between people or groups to a court of law.

Long Term Debt: Debt with a maturity of more than one year.

Maturities: The date on which the principal or stated values of investments or debt obligation mature and may be reclaimed.

MERS: The Michigan Municipal Employees Retirement System is a multiple- employer statewide public employee retirement plan created to provide retirement and survivor and disability benefits to local government employees.

Millage: A rate (as of taxation) expressed in mills per dollar.

MIOSHA: Abbreviation for Michigan Occupational Safety and Health Administration.

MLGBC: Acronym for the Michigan Local Government Benchmarking Consortium. MLGBC is a program designed to bring together cities, townships, villages and counties from across Michigan and produce meaningful and relevant performance measures for the purpose of benchmarking and multijurisdictional performance comparisons. Performance measures cover 14 service areas and currently have 43 members.

Modified Accrual Basis of Accounting: Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar obligations, which should be recognized when due.

OPEB: Abbreviation for Other Post-Employment Benefits.

Other Charges: An expenditure object within an activity, which includes professional services, utilities, rents, and training for example.

PASER: Abbreviation for Pavement Surface Evaluation and Rating System.

Per Capita Basis: Per unit population.

Personnel Services: An expenditure object within an activity, which includes payroll and all fringe benefits.

PRV: Pressure Reducing Valve for maintaining water pressure levels.

Revenue: An addition to the assets of a fund, which does not increase a liability, does not represent the recovery of an expenditure, does not represent the cancellation of a liability without a corresponding increase in any other liability or a decrease in assets, and does not represent a contribution of fund capital in an enterprise.

RCOC: Abbreviation for the Road Commission for Oakland County.

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RRASOC: Abbreviation for Regional Recycling Authority of South Oakland County.

SEMCOG: South East Michigan Council of Governments.

SEV: Abbreviation for State Equalized Value.

Special Assessment Fund: Special Assessment Funds are used to account for the construction and financing of public improvements benefiting a limited number of properties. Assessments are repaid over a number of years with interest.

Supplies: An expenditure object within an activity that includes all supplies that have a useful life of less than one year and/or a purchase price of less than \$1,000 dollars.

STPU: Surface Transportation Program – Urban.

SWOCC: Southwester Oakland Cable Commission in which the City is a member of this joint venture with the cities of Farmington and Farmington Hills.

Taxable Value: This is a value used as a base for levying property taxes. It was established by a state constitutional amendment. Taxable value limits increases in value attributed to market adjustment. The increase is limited to the lesser of the actual increase, the rate of inflation as established by the consumer price index, or 5%. When property changes ownership, the value returns to 50% of true cash value.

Transfers In/Out: A legally authorized funding transfer between funds in which one fund is responsible for the initial receipt and the other fund is responsible for the actual disbursement.

Trust and Agency Fund: Trust and Agency Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, organizations, other governments, or other funds.

Venture Team: Team to start up business, secure financing, and execute a business plan.

Water and Sewer Fund: This enterprise fund is used to account for the provision of water and sewer services to the customer financed primarily by user charges.



Resolution of Adoption 2019 Millage Rates

WHEREAS, the City Council has agreed to keep the City's total millage rate of 10.5376 mills unchanged from last year (2018) levy, and

WHEREAS, that these levies are being placed on a diversified tax base that has increased slightly as anticipated in the financial plan, and

WHEREAS, a public hearing was also held on May 6, 2019 on 2019 millage rates and the 2019-2020 budget,

NOW, THEREFORE, BE IT RESOLVED, that to finance the level of services established for the 2019-2020 fiscal-year, and to meet specific debt obligations of the City that the following millages are authorized to be spread:

General Operating	4.7755
Public Act 359 - Advertising	0.0129
Municipal Street	1.4273
Public Safety	1.3590
Parks and Recreation	0.3668
Drain	0.5583
Capital Improvement	0.9565
Library	0.7342
2008 Library Construction Debt	<u>0.3471</u>
	<u><u>10.5376</u></u>

I certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Novi at a regular Meeting held on this 6th day of May 2019.

Courtney Hanson

 Courtney Hanson, City Clerk



RESOLUTIONS

Resolution of Adoption Fiscal-Year 2019-2020 Budget and Acknowledging the Multi-Year Budget Including Projections of Future Fiscal-Years 2020-2021 and 2021-2022

WHEREAS, the City Manager's recommended budget is based upon the January 12, 2019 City Council early budget input session where City Council's strategic themes were discussed, and the April 1, 2019 property tax projection presentation to City Council, and

WHEREAS, this budget has incorporated the CIP plan as approved by the City's Planning Commission at the public hearing held on February 27, 2019, and

WHEREAS, pursuant to Section 8.3 of the Novi City Charter, a detailed revenue and expenditure plan has been presented in accordance with all applicable City, State and Federal Statutes, and

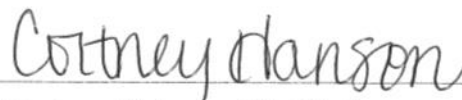
WHEREAS, the City Council passed amendments to the recommended budget during the April 10, 2019 Special Budget Meeting, and

WHEREAS, a public hearing was also held on May 6, 2019 on the proposed budget, and

WHEREAS, this budget takes into consideration the City's Multi-Year Budget and financial planning through fiscal-year 2021-2022, and

NOW, THEREFORE, BE IT RESOLVED, that the fiscal year 2019-20 attached budget is adopted and that the City Council acknowledges the Multi-Year Budget, Including Projections of Future Fiscal-Years 2020-2021 and 2021-2022 as part of this resolution.

I certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Novi at a regular Meeting held on this 6th day of May 2019.



Cortney Hanson, City Clerk